



# SCHOOL AGE PROGRAMS

## FAMILY HANDBOOK 2023-2024

### **FOOTSTEPS CHILD CARE, INC.**

**Administrative Office & Mailing Address**  
**374 El Camino Real, Belmont, CA 94002**

<b>Phone</b>	<b>650-610-0715</b>	
<b>Fax</b>	<b>650-683-1592</b>	
<b>Email</b>	<b><a href="mailto:office@footstepschildcare.org">office@footstepschildcare.org</a></b>	
<b>Website</b>	<b><a href="http://footstepschildcare.org">footstepschildcare.org</a></b>	
<b>License</b>	<b>410518969</b>	<b>Tax ID 94-3206278</b>

**Updated 8/30/2023**



# FOOTSTEPS CHILD CARE DIRECTORY

## Footsteps Child Care, Inc. Administrative Office

Office 374 El Camino Real, Belmont, CA 94002  
 Direct Line 650.610.0715  
 Website [www.footstepschildcare.org](http://www.footstepschildcare.org)

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 Email [office@footstepschildcare.org](mailto:office@footstepschildcare.org)

Karen Haas-Foletta - Executive Director

Lori Ottolini Geno – Deputy Director  
 Christine Rudolph –Director of Human Resources  
 Dr. Nili Luo – Quality Program Director  
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## WELCOME TO FOOTSTEPS CHILD CARE, INC.

### On behalf of the Board of Directors and staff, welcome!

We share a common goal - quality programming - creating a safe, trusting, and challenging environment where children are encouraged to pursue new and familiar interests, develop friendships, grow in confidence and independence, and continue to develop respect for themselves and others.

Footsteps operates seven infant, toddler, preschool, and afterschool programs in the local communities of Belmont, San Mateo, Redwood City, and Redwood Shores.

We are a private, non-profit corporation governed by an Executive Board of Directors comprised of parents and guardians. Footsteps Child Care, Inc. offers safe, supervised, quality care, designed to meet the developmental and social needs of the children and youth enrolled.



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

## MISSION STATEMENT

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

## PROGRAM GOALS AND PHILOSOPHY

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

- We believe children learn through play, exploration, and discovery. We have an integrated approach to our play-based curriculum, focusing on children's development and emerging interests.
- We support and enhance 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, both structured and non-structured.
- The program provides the children with the space and time to discover and learn and practice new skills.
- We believe the staff enhance children's play in the role of facilitator, guide, partners, and initiators.
- We provide the children and youth with supportive and encouraging staff, striving to assist children in developing and maintaining a positive self-image and encourage children to take responsibility for themselves and their actions while learning social skills, such as problem solving and cooperation with others.

## ADMISSION POLICY

- We are non-discriminatory in admission, on the basis of sex, sexual orientation, gender, gender identity, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical ability. Our programs serve children and youth, infant through eighth grade.
- **A parent or guardian is required to attend an orientation before the child attends.** If you cannot attend the scheduled orientation, please set up an individual orientation before your child's first day.
- We will make every effort to include children with exceptional needs in our program. Children who have exceptional needs are considered for admission on an individual basis. The Deputy Director and the Site Director will meet with the parent or guardian before enrollment to determine if the program is the best environment for the child. Upon enrollment, staff and parents will continue to meet regularly to monitor the child's progress and discuss how best to support the child.
- It is sometimes necessary to redirect children and their families, especially if we do not have facilities or staff to work with the child's exceptional needs. In these cases, the Deputy Director and the Site Director and the child's parent or guardian will decide if the center can properly meet the needs of the child.

## LICENSING INFORMATION

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

- Our adult to child ratio is approximately 1:10 for children in grades Kindergarten to Second, 1:12 for grades Third through Fifth, and 1:14 for middle school youth.
- All children are covered by an individual accident policy while attending our programs.

### Preschool Programs

<b>Little Footsteps</b>	2.0-entering TK/Kindergarten	<b>#414004607</b>
<b>Nesbit Puma Cubs Infants</b>	6 weeks - 24 months	<b>#414001948</b>
<b>Nesbit Puma Cubs Preschool</b>	2.0-entering TK/Kindergarten	<b>#414001947</b>
<b>Redwood Creek Infants</b>	6 weeks – 24 months	<b>#414004780</b>
<b>Redwood Creek Preschool</b>	2.0-entering TK/Kindergarten	<b>#414004779</b>

### School Age Programs

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

- The Department of Social Services, Community Care Licensing has the right to interview children or review their records without parent or guardian notification.
- The Department of Social Services, Community Care Licensing has the right to interview staff and to inspect or audit facility records without prior consent.
- The licensee shall make provisions for private interviews with any children or staff member and for the examination of all records relating to the operation of any Footsteps Child Care program site.
- The Department has authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect, or inappropriate placement.
- If you have any questions about Community Care Licensing, please reach out to us.
- To file a complaint regarding a state licensed community care facility or child care facility, please call 1-844-LET US NO (1-844-538-8766). If you wish to email your complaint, you can email it to: [letusno@dss.ca.gov](mailto: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.

## FAMILY COMMUNICATION

**Communication:** We encourage staff and families to get to know each other and ask questions about your child's day during drop off or pick up. Staff will wear Footsteps Child Care photo ID badges. However, we ask you understand that staff supervise children and must concentrate on this task primarily.

*How To Contact the Site:* You can reach staff via Procure Connect, email, text, or the site telephone. We use Procure Connect and email to communicate with families and the site has a direct telephone line, a site email address, and each site director has email and a cell phone. You are welcome to use Procure Connect, email, or call with your questions or concerns. You may also call or email the Administrative Office regarding billing or tuition questions. Contact Karen Haas-Foletta, Executive Director, or Lori Ottolini Geno, Deputy Director, with concerns and suggestions.

**Procare Connect:** Procare Connect along with our website, [footstepschildcare.org](http://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 is 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 translation in the family's preferred language when necessary. Staff speak a variety of languages, and the organization has access to translation assistance. We will arrange for the use of communication technology as needed, including telephone amplification, sign language services, or other communication methods for deaf or hearing-impaired persons, to the extent possible. We will provide or arrange for communication assistance for persons with special needs who have difficulty making their needs known, including considering a person's literacy level.

## **COMMUNITY AGENCY RESOURCES**

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

## **BABY-SITTING BY FOOTSTEPS STAFF**

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

## **STAFF PROFESSIONAL DEVELOPMENT AND TRAINING**

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

Footsteps Child Care has conducted staff training on health and safety practices, best practices in caring for children, behavior guidance, curriculum implementation, and staff are CPR-First Aid-AED Certified. Training has also included our annual hand hygiene, food handling safety, infection control, airborne precaution, and transmission borne precautions, along with social-emotional and behavior topics, including Teaching Pyramid and PBIS topics. Subsequent to participation in formal training which is conducted in-person, via online seminar, or through online training modules, staff shares their reflections and new information at staff meetings.

## **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](http://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 it necessary, we will obtain legal counsel regarding the confidentiality of records and the conditions under which it may be subpoenaed.

## **SUSPECTED NEGLECT AND/OR CHILD ABUSE**

### **SUSPECTED INFLUENCE UNDER A CONTROLLED SUBSTANCE**

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

A mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he or she knows, or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident.

Suspected abuse that must be reported

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

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

- We will not release a child to anyone who is suspected to be under the influence of alcohol or illegal/other controlled substance.
- We will attempt to call the names listed 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 Procure 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 (Scan QR Code and use their unique 4-digit PIN and sign with their full name).

## **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. Late fees are billed to the family through the Administrative Office. Failure to make prompt late pick-up payments may result in termination of child care services.
- Footsteps Child Care expects families to pick up their child on time every day; late pick up is grounds for dismissal from the program.

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

## **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 Procure 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 in the school age programs.
- 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 Procure 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.**

## **REQUIRED ENROLLMENT FORMS**

There are several forms required by Footsteps Child Care, Inc., and the State of California Department of Social Services (Community Care Licensing). All forms must be completed and on file the first day of a child's enrollment. A child's file is made available to Community Care Licensing for review at any time even without parent or guardian notification. Changes in emergency information must be updated as information changes. If you have any questions about any of the forms, please speak to the Site Director.

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

- **Changes in emergency information must be updated as information changes; we must be able to contact you in case of emergency.**
- Please make sure you have our contact information stored for easy access in case of an emergency.
- Families are encouraged to speak to their healthcare provider about the flu or influenza vaccine for those over six months of age

## **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.**

## **Forms to be on file the first day child attends the program**

- 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.

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

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

## RETURN ENROLLMENT FORMS

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

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

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

## 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.

### 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.

## 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 the following business day**. On that date, a late fee of \$20 is assessed to your account.
- If payment is not received by the last workday of the month, your child will be removed from the program and your account will be sent to our collection agency. This policy is strictly enforced.

## 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.

The authorization form to deduct monthly tuition and other charges from your account. Returned ACH payments will be subject to a charge of \$25.

### Manual Payment Methods

1. **Online Payment** - Payments can be made using the Procure app
2. **Payment by Check** - Due on the tenth day of the month. Returned checks will incur a \$25 penalty.
  - Tuition payment is made payable to: Footsteps Child Care, Inc.
  - Your child's first and last name and site must appear on the check/money order.
  - For banking bill pay systems, use your child's last name and site as the account number  
Example: Foletta - Nesbit
  - Payments can be given to the Site Director or mailed directly to:  
Footsteps Child Care, Inc. 374 El Camino Real, Belmont, CA 94002
  - **Do Not Mail Checks to Program Site/School Addresses**

3. **Cash Payment** - We discourage cash payments. Payment must be given directly to the Site Director or Administrative Office. Large cash payments over \$500 must be turned in directly to the Admin Office. A receipt will be immediately issued. A family paying by cash assumes responsibility to make sure payment is received and credited to the account.

### **Tuition Invoices & Receipts**

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

### **Community Agency Tuition Payments**

Footsteps Child Care, Inc. accepts payment for child care through Community Agency programs (4C's and Social Services). The contracting parent or guardian is responsible for making sure the contract is correctly negotiated, with all anticipated 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.

### **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.



## **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 the program.
- Please make sure your child's immunizations are up to date before their first day of enrollment in camp.
- Families are encouraged to speak to their healthcare provider about the flu or influenza vaccine for those over six months of age.

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

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

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

## **MEDICAL OR DENTAL EMERGENCIES**

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

**IMPORTANT – We must always have current telephone 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 inform your Site Director of your child's absence by the start of care on any day your child is absent via Procare Connect, email, or telephone.
- Contact Footsteps immediately if your child becomes ill with a contagious illness. When a contagious or communicable disease has been reported (such as Pink Eye or Strep Throat), a notice is posted and sent to families.
- We understand the challenges working parents face; however, in the best interests of the children and staff in our programs, we must have a standard and reasonable framework determining why a child may not attend our program.
- If your child has been ill or injured, we reserve the right to request a note from a doctor before your child returns to our program.

- If there is a difference of opinion between the parent, the personal physician, and the school, the judgment of the school must prevail.
- Do not send your child to the program with any of the following symptoms: fever, open wound, undiagnosed rash, vomiting, diarrhea, head lice, discharge from the eyes, severe cold, or sore throat.
- If a child becomes ill during child care, we:
  1. Place the child in a quiet area isolated area of a room to await pick up.
  2. Telephone you to pick up your child. Footsteps Child Care will expect a parent to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day.
  3. If you cannot be reached, staff will call the emergency contact listed on the Emergency Form. Please make sure your Emergency Contacts are aware they are listed as an emergency contact and may be contacted in case of emergency when you are not available.
- **Children MUST be fever free for 24 hours (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher.**
- **If a child is sent home from one of our programs due to a contagious illness, they MUST remain home the entire following day or if fever is present for 24 hours, no exceptions.**
  1. Diarrhea is a symptom of intestinal problems and can be very contagious. Mild diarrhea is the passage of a few loose or mushy stools. Moderate diarrhea involves many abnormally loose or frequent stools. Children with diarrhea may NOT remain in the program and must stay home until they are symptom free and have had a normal bowel movement.
  2. Rashes may be a minor allergy or a reaction to an insect bite and may be caused by chicken pox, impetigo, or other bacterial and viral infections. If a new rash appears, you must take your child to a doctor so that we may eliminate the possibility of infectious diseases.
  3. Conjunctivitis (Pink Eye) is very contagious and may be caused by bacteria or a virus. Children may not return to the program until 24 hours after antibiotic treatment has begun AND eyes must be clear and free of discharge. If discharge reappears after your child has returned to the program, we will send your child home.
  4. Covid – We follow the California Department of Public Health guidelines for positive Covid infections and exposure.

## HEAD LICE

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

**Children and the household MUST be treated and the child nit-free to return to the program.**

Nits may persist after treatment, but successful treatment should kill crawling lice. Cases of head lice are predictable in children's programs. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

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

## MEDICATION

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

The Medication Form requires:

1. Name of the medication and for what it is prescribed.

2. Dose amount and time dose is to be administered; including any special instructions; and,
  3. Signature authorization of a parent or guardian and teacher.
    - ✓ All prescription medications must be in their original prescription bottle, with the prescription label attached.
    - ✓ Non-prescription medications-if the child's age and weight is not on the container must include a doctor's note verifying correct dosage amount. Non-prescription medications include over the counter items such as Tylenol, lip balm, lotions, hand sanitizer, and sunscreen.
    - ✓ Child's medication and dosage container is labeled with child's first and last name.
    - ✓ The label on the medicine bottle must indicate a stop date for the medication; the stop date cannot exceed 12 months from the issue date.
- All medications will be kept in a locked container or locked cabinet at the site. Medication requiring refrigeration will be kept in a designated, lockable container in the refrigerator that is clearly labeled "medication."
  - Epi-pens will always be available during program hours and will be clearly marked with the child's name. At the end of the program day, the epi-pen will be locked in the medicine cabinet.
  - Children/youth may administer prescription medications to themselves with written permission from the 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 a Food Allergy or at risk of an Anaphylaxis Emergency must have a Food Allergy and Anaphylaxis Care Plan on file. This plan must include a physician/HCP authorization signature and the parent or guardian signature.

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

## **EMERGENCY PROCEDURES**

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

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





## **BEHAVIOR EXPECTATIONS AND GUIDELINES**

### **Program Expectations**

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

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

### **School Age Programs**

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

The main tenets of PBIS

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

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

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

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

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

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

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

### **Progressive Discipline**

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

### **Removal from the Program**

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

- A family or child's failure to comply with Footsteps Child Care's policies and procedures, including health mandates and guidelines, procedures, and protocols as grounds for suspension or termination.
- Failure to inform Footsteps of a family member who has had any exposure to communicable illnesses, such as COVID, influenza, strep throat, flu, pink eye.
- Failure to keep a child home 24 hours fever free (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher.
- Failure to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day.
- Non-payment of tuition.
- Continual late pick-up of child and/or failure to make a late pick-up payment.
- Failure to sign in and out on a daily basis using both first and last names.
- Failure to comply with Footsteps Child Care, Inc.'s health and safety policies.
- Failure to comply with Community Care Licensing requirements for enrollment in the program; and,
- If a parent or guardian confronts or is verbally or physically abusive to staff, administrative staff, other children, their own children, or other adults on the premises; or confronts staff while children are present.

## HEALTHY FOOD & SNACK

- Families must provide their child with a daily lunch in a self-contained bag or container. 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 AND SHOES

We want children to feel comfortable participating in all activities offered, so please dress your child accordingly. Please have your child wear clothing appropriate for a variety of activities, both indoors and outdoors. Many activities 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 on their hooks.
- 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.

## ELECTRONICS, 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. 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.**

## 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.



## 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
<b>Tuition, Payments, Bills, Receipts, Enrollment Office Hours: 9:30 AM – 5:00 PM</b>	Footsteps Child Care, Inc. Administrative Office Tel: 650.610-0715 Fax: 650.683-1592 Email: <a href="mailto:office@footstepschildcare.org">office@footstepschildcare.org</a>
<b>Concerns About The Program Or Your Child</b> 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
<b>Concerns About Staff</b>	1. Site Director 2. Executive Director 3. Site Council 4. Footsteps Child Care, Inc., Board 5. Community Care Licensing
<b>Suggestions Or Comments</b>	1. Site Director 2. Executive Director 3. Site Council 4. Footsteps Child Care, Inc., Board
<b>Community Resources</b>	1. Site Director 2. Executive Director





## 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 and are shown at the site or as part of a field trip to a movie theater.

## **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 5<sup>th</sup> grade which includes the summer prior to 6<sup>th</sup> 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.”

## **DESIRED RESULTS FOR CHILDREN AND FAMILIES ENROLLED IN CCTR**

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

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

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

**Desired Result Developmental Profile** for each child enrolled in the program, completed within 60 days of enrollment. Profiles, completed by staff, are based on observation and family feedback.

All families complete annual **parent surveys**.

Observations of each room are conducted as part of **The School Age Environment Rating Scale**. Each item in the rating instrument must receive a score of “4” or above. The program strives for an over-all rating of “5”. Our program must do a **self-review** each spring based on the components above. An action plan to maintain or raise the quality of the program is developed.

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

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

- Application for Child Development Services - signed by the parent and registrar, completed to document eligibility and need (CD-9600-9600A/CDD-26)
- Verification of monthly income of all family members in the Household (including child support if applicable)
- Notice of Action to Recipient of Child Care and Development Service (CD7617-A)



- Emergency and Identification Information (CD-9607)
- Child's Pre-Admission Health History – Parent's Report (CD-2206)
- Referral document from Family Protective Services if applicable
- Proof of Residency
- Copies of Birth Certificate(s) for any children under 18 years old in the household
- Training Verification (form CD-9605) if applicable
- Medical Statement (CD-9606) if applicable
- All forms required by Community Care Licensing

**ABSENCES** Subsidized absences fall into three categories:

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

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

### **UNLAWFUL HARASSMENT**

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

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

### **UNIFORM COMPLAINT PROCEDURES**

It is the intent of San Mateo County Office of Education, Child Development school-age programs with subcontracting agencies to comply fully with all applicable state and federal laws and regulations.

- Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding an alleged violation of federal and/or state laws. This includes allegations of unlawful

discrimination (Ed Code Section 200 and 220 and Government Code Section 11135) in any program or activity funded directly by the state or receiving federal or state financial assistance.

- Complaints must be signed and filed in writing with the State Department of Education, Child Development Division, Complaint Coordinator, 1430 N Street, Suite 3410, Sacramento, CA 95814.
- If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. In this event, the complainant should seek the advice of an attorney of his/her choosing. A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil laws remedies, including but not limited to injunctions, restraining orders, or other remedies or orders.



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

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

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

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

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

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

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

July 2013





**SAN MATEO  
COUNTY  
OFFICE OF  
EDUCATION**

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

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

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

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

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

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

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

Julio 2013

## 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 to teach the importance of recycling and gardening, develop a garden at Puma Cubs Preschool, and maintain our Ropes Course at RAMS. The Shores Site, with capacity for 70 children, opens at Redwood Shores School. Cnotra Nichols, Site Director of Footsteps@Nesbit, receives the 2010 California School-Age Consortium Award of Excellence.
- 2011 – Footsteps Child Care received a second year of funding from the David and Lucile Packard Foundation and County of San Mateo Health Department. Footsteps received a grant from the Sequoia Health Care District funding our PE Specialist. Sequoia Health Care District is also a sponsor of our "Fun, Safe and Healthy Halloween Event."

- 2012 – Footsteps@City Center Plaza Opens – Preschool with capacity for 24 children, opens March 2012. Little Footsteps, a preschool program with Belmont Parks and Recreation, opens in September.
- 2013 – Adopted our Health and Wellness Policy for Staff and Families; Provide PE instruction to the Belmont Redwood Shores School District; developed an Interact Club through the Rotary Club of Belmont; expanded our State Preschool capacity.
- 2014 –2015 Grants through USTA, Get Healthy San Mateo County, and Sequoia Health Care District for tennis, gardens and physical activities were received. Celebrated our 20th Year of delivering programs to the community, serving over 500 children daily! We marked this milestone with three events, Alumni & Family Picnic, Valentine’s Dance, and Family Event at CuriOdyssey.
- 2015-2016 Footsteps Child Care sites applied for and achieved accreditation through the Council on Accreditation. We received a generous donation from the Joan and Norman Kinsey Foundation to improve the outdoor play at City Center Plaza. Rebuilding Together made improvements at the Nesbit location, including new cabinetry and sinks in every classroom.
- 2016-2017-Footsteps was awarded the contract through Mid-Pen Housing to provide onsite child care in affordable senior housing in downtown Redwood City. The program will serve infants-preschool and is slated to open in 2020. We received another generous grant from the Kinsey Foundation to improve the outdoor play areas at Puma Cubs and City Center Plaza, including a mural on front of the Puma Cubs building by artist, Florence deBretagne. Mid Pen Housing remodeled our play and indoor spaces at City Center Plaza, and we hosted an open house for the community to celebrate! Footsteps received funding through the San Mateo County Office of Education for program quality improvements for our preschools.
- 2017-2018-The Norman and Joan Kinsey Foundation funds the purchase of an additional 20-passenger van for our Barrett location. The Olympic Club Foundation awards Footsteps a grant to subsidize up to 40 children, who could not otherwise afford, to attend our Tennis and Swim Camp Summer 2018. Sequoia Healthcare District awards Footsteps a grant to provide stretching and Mindfulness for the BRSSD PE program and after-school for Footsteps elementary school locations for TK-1st Grade for the 2018-2019 school year.
- 2018-2019-Sequoia Healthcare District awards Footsteps a grant to provide Yoga and Mindfulness for the BRSSD PE program and after-school for Footsteps elementary school locations for TK-1st Grade for the school year. Karen Haas-Foletta was awarded the Mary Elizabeth Griffin Children’s Award by the Child Care Coordinating Council of San Mateo County and a proclamation from the Mayor of Belmont! The Kinsey Foundation funded new toys, furniture, and equipment for our preschools.
- 2019-2020 – We Celebrated our 25th Anniversary! We opened Little Footsteps at St. Andrews Church in San Mateo in July 2020.
- 2020-2021 – After a complicated year, we opened Footsteps@Redwood Creek, an Infant-Toddler-Preschool Program located in the Arroyo Green Senior Housing complex in Redwood City. This five-year project is an exciting addition of an early education program in San Mateo County and a state-of-the-art facility and program for Footsteps Child Care and funding by The Norman and Joan Kinsey Foundation helped with the purchasing of classroom furniture.





- 2022 – 2023 - Footsteps was able to operate through the pandemic due to the generosity of funding and in-kind donations by Sequoia Healthcare District, San Mateo Strong, Silicon Valley Foundation, Child Care Coordinating Council of San Mateo (4Cs), StarVista, CalSAC, two Federal PPP grants, and especially, the families who donated over \$40,000 to support subsidies for Footsteps families in need. Footsteps also received media attention, including local news print and television media. Karen Haas-Foletta was a presenter at Congresswoman Jackie Speier’s Town Hall Meeting, and she was a virtual guest of Congresswoman Jackie Speier at the Presidential Inauguration. We received funding from San Mateo Strong to provide paid scholarships to our summer camps for children in need. We received facility funding to create an outdoor classroom at Nesbit school that was funded by the Department of Social Services and the Kinsey Foundation.



# 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.<sup>1</sup>

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.<sup>2,3</sup>

<sup>1</sup> 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.

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

<sup>3</sup> <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.<sup>4</sup>
- Avoid serving cow's milk, as it is not recommended for children under 1 year of age.<sup>5</sup> 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.<sup>6</sup>

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.<sup>7</sup>
- 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.<sup>8</sup>
- 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.<sup>9</sup>

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.<sup>10</sup>
- Focus on whole grains (ensure ≥ 50% of grains served are whole grains).
- Emphasize colorful and varied produce. Include at least one serving of fruits or vegetables at each snack (can be fresh, frozen, canned, or dried; ensure no items with added sugar). Vary produce offered to maximize nutrient diversity. At meal times, about half of the plate should be produce, following USDA's "My Plate" initiative<sup>11</sup>. 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.

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

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

<sup>6</sup> 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>

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

<sup>8</sup> See [http://www.cdc.gov/healthyyouth/nutrition/pdf/nutrition\\_factsheet\\_schools.pdf](http://www.cdc.gov/healthyyouth/nutrition/pdf/nutrition_factsheet_schools.pdf) Standard 2 (page 4).

<sup>9</sup> See <http://www.cnpp.usda.gov/Publications/DietaryGuidelines/2010/PolicyDoc/Chapter3.pdf> page 23 and [http://www.cdc.gov/healthyyouth/nutrition/pdf/nutrition\\_factsheet\\_schools.pdf](http://www.cdc.gov/healthyyouth/nutrition/pdf/nutrition_factsheet_schools.pdf) Standard 4 (page 4).

<sup>10</sup> See [http://pediatrics.about.com/od/nutrition/a/0508\\_food\\_prtns.htm](http://pediatrics.about.com/od/nutrition/a/0508_food_prtns.htm) for more information about appropriate portion sizes for children.

<sup>11</sup> 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.<sup>12</sup>
- 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 extended 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.





## 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, considering any allergies. Older children may apply sunscreen themselves.

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

### The American Cancer Association Recommends:

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

Source: American Cancer Association <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/>