ORANGE COAST COLLEGE

HARRY AND GRACE STEELE

CHILDREN'S CENTER

PARENT HANDBOOK

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Introduction

Welcome to the Orange Coast College (OCC) Harry and Grace Steele Children's Center (Center)! The Center strives to provide affordable, comprehensive, quality child development and care services, while maintaining compliance with regulations. Parents and children are an integral part of the program. This Parent Handbook describes the overall purpose of the Center and provides information about the policies and procedures vital to the Center's success.

Please take the time to read the entire handbook. Parents are expected to adhere to the practices included in the Handbook, and failure to do so may result in removal from the program. Parents are required to sign an acknowledgement form and return it to the Center within three business days of beginning service. For assistance, please do not hesitate to contact the Children's Center Director at (714) 432-5562.

Mission Statement

Founded by the Associated Students of Orange Coast College (ASOCC), the Center's mission is to provide a comprehensive, quality child development program that serves the children of students, District employees, and community families.

Tenets

- We believe that the Center is an extension of the family by providing a supportive and nurturing environment, while building a sense of community among parents, children, and staff.
- We believe children are unique individuals where diverse cultural, ethnic, and socio-economic backgrounds are valued and celebrated.
- We believe in nourishing each child's mind, body, and sense of self.
- We believe in continued growth through age-appropriate, daily activities, that allow for the development of a positive self-image, personal empowerment, competence, and independence.
- We believe in assisting children to develop relationships with adults and other children, while understanding a peaceful and non-violent coexistence.
- We believe the Center's guidance supports exploration and discovery of knowledge and skills to support each child in their future.

About the Staff

The Center Director oversees all aspects of the program, while the Child Care Supervisor assists in scheduling and other duties. Office staff provides enrollment, billing, and other administrative support to the Center. The teaching staff have college course work in Child Development and Early Childhood Education. Many also have, or are working towards, advanced degrees, and are certified by the California Commission on Teacher Credentialing in Child Development.

Hours of Operation

Drop off and pick-up times are Monday-Thursday 7:30 a.m. to 6:00 p.m. and Friday 7:30 a.m. to 5:00 p.m.*; however, conditions occur that may require the Center to close (weather, emergencies, disasters, maintenance, etc.). The Center is closed during the holidays observed by the college.

**Due to COVID-19, our current hours are Monday-Friday 8:00 a.m. to 4:30 p.m.*

Ages Served

The Center serves children ages 12 months to 5 years.

Educational Goals and Philosophy

The teaching staff creates weekly lesson plans, which are posted in each classroom, and is designed to meet the unique needs and goals of each class, with a balance between quiet and active play. Children gain knowledge and skills, build experiences, and learn to appreciate and respect the environment and all living things. Lessons initiate query, exploration, and discovery in the classrooms and outdoors, while being responsive to children's interests and self-directed play.

Children learn to develop critical thinking and problem-solving skills and gain an understanding of peaceful and nonviolent coexistence. Children experience personal empowerment, competence, and independence, which are assimilated into each child's family as it applies to their culture and values. Overall, children grow in appreciation for his/her own cultural diversity and gain an understanding and respect for other diverse beliefs and cultural backgrounds. Each family's unique culture and values are honored and integrated into daily experiences.

Guidance

The Center works with children in a positive manner by teaching logical consequences and practicing conflict resolution. Children learn how to self-regulate their behavior and become socially competent. State regulations forbid corporal punishment and abusive language, and parents must also follow this policy when at the Center. Boundaries are set and consistently reinforced by the staff, so children learn appropriate behavior. Parents are encouraged to discuss guidance methods with their child's teacher. Parent enrichment workshops regarding guidance techniques are offered to assist parents in working towards consistency between school and home.

Children are given the responsibility to do their "job," while at school, by following three rules:

- Keep our bodies safe – when you are safe, others are safe.
- Use our listening ears –listen to our teacher and friends.
- Be respectful –use kind/friendly words and show respect of people and living things.

Separation and Adjustment

As children enter childcare, the separation process is almost always difficult for both parent and child. Each child has his/her own way of coping with separation. Children react differently, depending on age. Some children, regardless of age, experience little or no anxiety when separating from their parents. Each child has their own unique way of going through this process. The following is a brief overview of children's reactions to separation anxiety:

- Infants/toddlers may stand at the door, scream, and refuse comforting, while others need to be near an adult constantly.
- Two-year olds may vary from adapting readily, to a week or more of genuine grieving.
- Three-year olds may need a longer period to adjust. At this age, a child is slowly acquiring a feeling of belonging to his/her group in daycare.
- Four-year olds learn the process of separation from his/her parents within a relatively shorter period of time.
- Five-year olds usually adjusts in a day or two because at this age, fascination with the preschool experience becomes all consuming.

Children should express sadness and/or anger in their own way. When allowed this expression of emotion, children contend with difficulties, adjust sooner, and become healthier individuals.

The Center encourages that parents say "Goodbye" to their children and assure them

that you will be back. When ready to leave, staff will help say goodbye. Leaving a child with or near the same staff person daily helps them adjust. Most children adjust quickly to the program, which becomes easier with the building of trust and the passing of time.

When leaving a child for the first time or after a long break, there may be concerns about how the child is doing. Feel free to call at any time for an honest update on their progress.

Rest Time

Rest time is included in children's daily routine and is scheduled from 12:00pm-2:00pm. Children are encouraged to rest on their mats during this scheduled time. The duration of rest/nap time will vary on the different ages and needs of children. Each child will be provided with a safe and comfortable sleeping space. Bedding is provided by parents which consist of a blanket and fitted sheet for the provided mats. Please label your child's bedding with their names.

Toilet Learning

Children under 2-years may not have completed toilet learning and may discuss needs with the teacher. Parents should bring extra clothing for children involved in the toilet learning process. Children who are still toilet learning are encouraged to use the toilet at various times during the day to help the learning process.

Children's Center Policies and Procedures

Admissions Policy

Children are admitted at full cost when space is available. Placement priority is as follows:

- 1st Priority – OCC Student-parents (Subsidized Alternative Payment Program)
- 2nd Priority – OCC Student-parents (Full Cost)
- 3rd Priority – Staff & Faculty (Full Cost)
- 4th Priority – Community members (Full Cost)

Siblings of children currently enrolled are placed at the top of the waitlist. Please call the office for information regarding childcare assistance programs if needed.

Wait List

The waitlist is open year-round. Children are placed in the age-appropriate classroom as space becomes available. Applications are accepted on a semester basis.

In order to be placed on the waitlist, **ALL** information must be submitted at the time of application. This includes:

- Waitlist Application + Application Fee
- Current Immunizations (Must be kept up to date throughout enrollment term). Immunization schedule is listed below:
  - ✔ 6 Months: 3 DPT, 2 Polio, 2 Hib, 2 Hep B.
  - ✔ 12 Months: 3 DPT, 2 Polio, 2 Hib, 2 Hep B., TB Test, MMR. Varicella.
  - ✔ 18 Months: 4 DPT, 3 Polio, 3 Hib, 3 Hep B., TB Test, MMR, Varicella.
  - ✔ Over 2 Years: Same as 18 months plus TB test every two years.
  - ✔ One (1) Hib on or after the first birthday is required.

Waitlist requires immunization records unless under 6 months.

Parent Fees

Parent fees are paid monthly. An annual registration fee is charged upon registration, and every Fall semester thereafter. Tuition rates are based on the child's age. Fees are paid by credit card or check payable to OCC Children's Center, with a $25 fee for returned checks. After two returned checks, only credit or debit cards will be accepted for payments. No cash is accepted.

Emergency Information

Each parent completes an emergency contact card, which must be kept current as information changes. The card must include: the name/number/address of the family physician, the phone numbers for at least three persons designated to remove the child from the Center if the parent or guardian cannot be reached, parent(s) home/cell number, and parent(s) location whenever the child is at the Center. Parents must call the Center office with temporary changes in location**.**

Conditions of Service

Parent/Child Behaviors

Safety is at the forefront of supporting child development. Children observed with continuous unsafe behavior, such as:

- Exhibits dangerous, unsafe, or abusive behavior to himself/others
- Is having difficulty participating in a group setting without consistent one on one assistance
- Is developmentally regressive

The following steps will be taken to document and support any child exhibiting the behaviors listed above will be taken:

- Document behavior through observation and recording.
- Establish an individual plan for the child.
- Establish an individual plan for consistent treatment of the child at home and at the Center.
- Make a referral for evaluation or counseling.

The Center reserves the right to terminate childcare services for any of the following conditions:

- The child requires therapeutic intervention beyond the scope of the Center;
- Therapeutic intervention recommendation is not followed;
- Parent/family poses a safety risk and/or exhibits dangerous or abusive behavior;
- Child poses a safety risk and/or exhibits dangerous or abusive behavior;
- Child is developmentally regressive and/or is not able to participate in a group setting;
- Child needs one-to-one care.
- After therapeutic intervention, the child's dangerous or abusive behavior continues to persist.
- It has been determined, through a clinical diagnosis, that the child needs an environment the Center is unable to reasonably provide.

Terms of Service/Fees Payment

Enrollment Terms and Termination of Service

Enrollment is subject to availability based on attendance schedules offered. Parents must pay childcare fees for their child(ren)'s based upon the term of service noted in the enrollment form, regardless of whether the childcare is used. Vacations and early leaves require full payment through the end of that particular semester. Student parents that receive alternate funding or campus-based funding for childcare, must comply with respective eligibility standards. In order to terminate service, notice of termination must be in writing and provided to office staff at least one month in advance. Forms for terminating childcare are available in the office. Families are responsible for the childcare costs during their last month of service. If termination notice is not received, one month's tuition will be assessed.

Fee Payments/Late Fees

Parents receive monthly invoices, and payment is due by the 1st business day of each month, in advance of receiving services. Payments are considered late after the third business day of each month, and a $20.00 late fee is charged. If payment is delinquent, a Notice of Action (NOA) is used to inform the family that childcare services will be terminated in ten (10) business days if the account is not paid in full. Late fees are non-refundable. Services can continue if all delinquent fees are paid before the end of the ten-day period. The Center does not provide payment plans.

Any unpaid fees will result in collection proceedings through the OCC Bursars Office. For student parents, unpaid fees may also include an OCC financial hold, which may result in withholding of transcripts, and the inability to register for further college courses.

For fee-paying parents, **ALL ABSENCES** will be charged to the account. For parents receiving alternate funding, compliance with program attendance standards is required. Refunds for absences are not permitted. Fees will not be charged for days that the Children's Center is closed.

Late Child Pick-Up Fee

Children must be picked up at the scheduled time per their enrollment record. After a five-minute grace period, a $30 late fee per child will be assessed. After the first 15 minutes, a fee of $2.00 per minute/per child will also be assessed and charged to the family account. Payments may be made by check or credit card only. Families who break this policy three or more times may result in children being dropped from the program.

Attendance

In order to assist the Center in scheduling the appropriate staffing levels, a child's attendance is very important. It is also extremely important to keep to the hours scheduled in the parent contract agreement. The Enrollment Change Request form is used to request a time/hour change. Parents may call or email the office to obtain the form. Requests are considered based upon space availability and priority by the Director.

Children are expected to arrive at the contracted start time and must be picked up at the scheduled departure time. Children may be dropped off between 8:00 a.m. and 9:00 a.m. It is difficult for children to enter the play environment late in the morning, and it is very disruptive to the program. Group time is at 11:00 a.m., lunch is at 11:30 a.m., and naptime is at 12:00 p.m. Children should be picked up between 3:00 p.m. and 4:30 p.m. **Parents should contact the Center or classroom teacher immediately** in the event they may be late in picking up their child. If a child is not picked up on time, and emergency contacts cannot be reached, the local police may be called.

Sign-In/Sign-Out

Parents must sign their child's attendance sheet, using ink, and enter the time of arrival and departure of their child(ren) in the classroom sign-in book. The parent's full signature must be readable and legible. Please print if necessary. Please sign-in and sign-out in the appropriate places on the sheet. Parents or other authorized adults must accompany the child. **The Center cannot accept responsibility for children who have not been signed in.** Children may not be released to anyone who is under 18 years of age. Children may only leave the Center with authorized person(s), **NO EXCEPTIONS.** Parents receiving Alternative childcare funding must give a reason for each day of non-attendance on the sign-in sheet.

Children are not released to anyone other than the parent **WITHOUT VERBAL AND WRITTEN PERMISSION.** If arranging for an authorized person, who is named on the emergency card, to pick-up the child, the following procedure must be followed:

1. The authorized pick-up person must provide photo identification.
2. The authorized pick-up person must speak with the child(ren)'s teacher prior to removing the child(ren) from the Center.

Absences

Parents must notify the classroom teacher or office when their child is going to be absent. To report an absence, call the main Children's Center telephone number (714-432-5569) or classroom telephone extension. When leaving a message, please state your child's name and classroom along with the reason for absence.

Warning Notices

As a condition of service, parents must comply with Center and District rules, regulations, policies and procedures, and other guidance. Non-compliance results in the Center issuing a series of warning notices. Based on the severity of non-compliance, parents receive up to three verbal notices for the same violation or a combination of violations in one semester, at which time a written warning notice is issued. A second, final written warning is issued for any additional non-compliance, which is followed by a final notice indicating removal from the program.

Parent Involvement

The Children's Center is dedicated to providing a quality environment for children, complete with nurturing care, rich materials for exploration, and opportunities for exciting new experiences. In order to do this, the Center needs the support of parents.

Volunteering

Parents may participate in meaningful ways, based upon their availability and skills and talents. Options for parent involvement include:

- Help organize, plan events, and fundraisers in collaboration with the OCC Foundation.
- Mending books.
- Sewing, such as, making puppets for the classroom.
- Donations.

- Attend monthly gardening days in support of the college's maintenance and operations personnel. Donating plants, bushes, trees, seeds.
- Animal care duties like cleaning, repairing animal habitats, and enclosures.
- Attend project workdays.

**Due to Covid-19, onsite parent volunteers are not allowed at this time. We will inform parents and families as that changes.*

Parent Enrichment

The Center also offers a variety of Parent Enrichment opportunities each year. Sessions focus on guidance, nutrition, kindergarten readiness, and other current parenting topics. Parents are encouraged to attend, and enrichment suggestions are always welcome.

Parent-Teacher Conferences

Parent conferences happen as needed. Please feel free to discuss the child's progress with the teacher. Teachers, the Child Care Supervisor, and the Children's Center Director are available for additional conferences by appointment. Parents are encouraged to take their child's portfolio (authentic assessment of the child's actual work) with them when they are ready to move on to another childcare program.

Parent Advisory Committee (PAC)

The Children's Center welcomes parents in participating in the Parent Advisory Committee (PAC). PAC members include, Children's Center staff and Administration, OCC campus administration and parents. The purpose and role of parents participating in PAC is to provide a parent voice. Staff, parents, and campus representatives will engage in an open forum to share ideas, comments, and recommendations about the topics provided for discussion. Representatives may also plan special events and activities for children and families. Regularly scheduled meetings will be held throughout the academic year and on an as needed basis. Committees will be formed at the onset of each academic year.

Child Illness and Medications

A parent may not bring an ill child to the Center. The Center is not able to care for sick children. It is the parent's responsibility to find alternate care for a child who is ill. If a child becomes ill while at school, the parent is contacted in order to pick up the child from the Center.

Illness

Children may not be dropped off at the Center if experiencing any of the following:

- Illness prevents the child from participating comfortably in routine Center activities.
- Illness requires more care than the childcare staff is able to provide without compromising the health and safety of the other children.
- Illness is any of the specific diagnosed conditions listed below:
  - **Fever with behavior change or other signs of illness** temperature of 100 or greater.
  - **Symptoms and signs of possible severe illness** - until medical evaluation permits return. May include unusual lethargy, uncontrolled coughing or wheezing, persistent crying or irritability, or difficulty breathing.
  - **Uncontrolled diarrhea** - (stool runs out of the diaper or the child cannot get to the toilet in time). Child may not return until 24 hours after it is controlled or stops.
  - **Vomiting** - more than once in the previous 24-hour period until the vomiting stops or a health care provider determines that the child may be in childcare and is not in danger of dehydration.
  - **Mouth sores with drooling -** until a health care provider determines the condition is not from a communicable illness.
  - **Rash with fever or behavior change -** until a health care provider determines that the child may be in childcare.
  - **Pink eye (purulent, bacterial conjunctivitis) -** with white or yellow eye discharge, until 24 hours after treatment is started. Viral conjunctivitis usually has a clear, watery discharge and may not require medication or exclusion.
  - **Scabies, head lice, or other infestation -** until 24 hours after treatment is started, (in the case of head lice, until all live insects and nits (egg casings) have been removed from the hair. Child's hair will be checked before admittance back into the Center is permitted.
  - **Impetigo -** until 24 hours after treatment has begun.
  - **Strep throat or other streptococcal infections -** until 24 hours after antibiotic treatment has begun.

Medication

Prescribed medication is dispensed to a child only when it arrives at school in the original container with a pharmacy label including prescription number, date, child's name, drug name, and dosage. The parent also must complete the **Medication Release Form**. Please note that each prescription medication requires a separate **Medication Release Form**.

Non-Prescribed medication will be dispensed to a child only when a written note from the doctor is presented to the Center.

Inhaled Medication

In general, there are two types of inhaled medication:

Metered Dose Inhaler (MDI or "inhaler").

Most children with asthma use an MDI. An MDI is usually a small plastic, L-shaped container that when pressed down on with a finger delivers inhaled medication to the lungs. Many MDIs have a "spacer"—a plastic tube that fits over the mouthpiece of the MDI and helps deliver medication to the child.

Nebulizer machine (or handheld nebulizer compressor)

This is a machine that helps deliver inhaled medication to the lungs. It is connected by flexible tubing to a mouthpiece or facemask. The Pulmo Aide and Dura-neb are examples of nebulizer machines.

In order to dispense inhaled medications, parents/physician must complete the necessary forms. **For staff to administer inhaled medication, the following requirements must be met:**

Written permission from the child's parent to allow staff persons to administer inhaled medication to the child and contact the child's health care provider. Parents must also submit written instructions to each staff person regarding how to administer inhaled medication to the child. Instruction must be verified in writing.

Written instructions from the child's physician providing specific instruction on the administration of inhaled administration. The instructions must be updated annually.
Record keeping of the use of inhaled medications.

Nebulizer training as part of the pediatric first aid certificate.
Nebulizer training materials received by childcare providers must be kept on file at the

facility. These training materials must be shared with any licensee or staff person who administers inhaled medication to children in care. These requirements do not apply if childcare providers do not receive any training materials in their pediatric first aid course.

A child who is capable of doing so may self-administer inhaled medication providing childcare regulations in Title 22, section 101226(e) are followed. If the child's parent or legal guardian chooses to do so, he or she—or a health care provider he or she hires—may come to the facility and administer inhaled medication to the child.

First Aid

Center staff is responsible for minor first aid and CPR. In the event of a major injury to a child:

- OCC Campus Safety and paramedics will be contacted if needed.
- The Student Health Center will be notified if needed.
- The child may also be taken to the nearest emergency hospital.
- The parent and/or the child's physician will be contacted.

Ouch Reports/Medical Emergency

If a child is injured, basic first aid is administered, and an "OUCH" report is written to inform the child's parent. If the injury is not an emergency, but feel requires medical attention, the parent is called to advise about further medical intervention. If the child's injury is life threatening, 911, Campus Safety, OCC Student Health Center, and the child's parents are called immediately. The teacher observing the incident completes an Ouch Report for incidents of minor or major injury. A copy is given to the parents and the original is stored in the child's health file at the Center.

Drugs and Alcohol

The Center complies with OCC and District Drug and Alcohol policies and procedures. It is committed to a drug-free campus so that students and staff can work in a drug-free environment, and children can feel safe from drugs and alcohol in their care and learning environment. The sale, use or possession of drugs and/or alcohol is prohibited. Furthermore, the use of tobacco is prohibited in all District vehicles and buildings. The Children's Center facility and surrounding areas have also been designated by the college as a smoke free area.

If it is determined that a parent or other authorized individual is onsite to drop off or pick up a child may be under the influence of drugs or alcohol, Campus Safety, and local law enforcement is immediately notified.

Emergencies and Natural Disaster Preparedness

Emergency Drills

Emergency drills (**earthquake, fire, and lock-down**) are conducted monthly and include all programs. When **fire drills** occur, the teachers, children, and all remaining staff members vacate the Children's Center site, proceed to the designated staging area on campus, wait for the "all Per clear" and then return to the Center. When **earthquake drills** occur (on alternating months), the staff assist children in the "duck and cover" position wherever they might be either in or out of doors. Children are then moved to the designated safe area in the classroom or outside. Education and follow-up occur with the 2 – 5 years old children before and after each drill. These two programs follow all other drill procedures. When **lock-down drills** occur, a visual light begins to strobe in each classroom and a soft auditory signal occurs in the play yards. Children are brought inside, windows and doors (both interior and exterior) are locked and the blinds are drawn. Children are asked to remain quiet in one area of the room until all clear.

The Children's Center is a part of the campus wide emergency response system and receives support from the campus with regard to medical treatment, food, and shelter. In the event of an emergency or natural disaster, such as an earthquake or flood, all children will be kept at the Center until the parent or authorized person picks them up. Any authorized person other than the known parent will be required to present photo identification before the child is released. Should it be necessary to evacuate children from the Center, the location of the emergency shelter will be posted at the Center. Every effort will be made to notify parents of an evacuation. Staff members will remain with the children until they are released to the parent or authorized person. **In the event of an actual emergency, the Center has the capability to sustain children and staff with food, water, and shelter for up to 72 hours.**

Rotating Power Outage

On rare occasions, the college experiences a rotating power outage, but such occurrences rarely affect Center operations until their scheduled pick-up time.

Parents, or a person named on the emergency card, must be in an area that is accessible by telephone at all times. Cell phones help locate parents immediately in case of emergency.

General Program Information

Confidentiality of Records

The use or disclosure of information pertaining to the child and his/her family shall be restricted to purposes directly connected with the program. Parents shall permit the review of the child's basic data file by an authorized representative, upon request, and at a reasonable time and place.

Respect the Center Environment

Respecting the environment is a tenet for all children and families attending the Center. Staff guide the children in these specific ways:

- Use walking feet and quiet voices indoors.
- Feet stay on the ground. Climbing on or jumping on or off furniture is considered unsafe and disrespectful to our environment.
- Keep space clean and safe.

Respect Living Things: The Center Farm and Garden

Gardens

The preschool program develops early literacy and numeracy while cultivating awareness in the natural/physical sciences. The curriculum includes propagating seeds, cultivating compost, growing fruits and vegetables, and eating the harvest. The children read books about growing food, write stories about the experience, measure plant growth, predict height and weight, and learn to chart their growth. Children learn respect for living things and exposure to and appreciation for the "circle of life."

Center Animals

The animal program provides a beautiful opportunity for children to care for other living creatures by watching them grow, taking care of them when they are sick, and practicing "gentle touching." Center animals include: goats, chickens, rabbits, tortoises, and birds. The smaller animals (lizards, fish, turtles, and reptiles) live in the classrooms. The working farm concept is a wonderful teaching tool to enrich the lives of young children.

Children Needs and Activities

Sunscreen

Parents are required to bring their child to school with their first application of sunscreen applied, especially during the months of April through October. Please make sure that you apply sunscreen to the entire chest, back, neck, face, ears, legs and feet. Babies should have their heads sunscreened as well. After naptime, each child's exposed skin will be reapplied with the Children's Center's Rocky Mountain Sunscreen for Kids with SPF 30+, UVA/UVB. If your child is allergic or overly sensitive to Rocky Mountain, you are welcome to provide your own sunscreen.

Clothing

In an effort to create a non-violent environment for children to learn and play, children cannot bring action figures to the Center or wear clothing (t- shirts, pants, underwear, shoes, or P.J.'s) that portray action figures while at the Center. The Center accepts each family's decision to allow powerful superhero influences at home; however, the Center believes that the child's time at the Center is better spent in creative, constructive, and physically challenging activities.

Children should wear clothing to the Center that allows them to participate in active play and creative art experiences that are offered daily. As stated in the Center philosophy, and curriculum encourages children to become **fully involved** in the environment to include mud, sand, water, paint, glue, and other hands-on materials. The Center **strongly urges** parents to support their children's need to be fully engaged in the activities by both providing verbal support that "getting dirty is OK" and providing extra clothing. A child's clothes will most likely become **stained and dirty**; therefore, parents should keep 1-2 sets of **extra clothing** in the child's cubby on a daily basis. All clothing must be marked clearly with the child's name. **The Center will not be responsible for unmarked articles of clothing.**

Soiled clothing is bagged, marked, and placed in the child's cubby. Parents must check each day for any soiled clothing bags. Occasionally the Center must use the Center's extra clothing. Borrowed clothing must be cleaned and returned as soon as possible. Please see "accessories" below for a detailed description of additional clothing items which are not allowed to be worn at the Center.

Accessories

Guidelines exist to help keep children safe. No jewelry or drawstrings on upper outerwear garments size 2T-12 is permitted. These items pose a potential safety hazard and can inhibit children's safety and play.

Field Trips

Weather permitting, staff take walking field trips with the children to places of interest on campus including science areas, horticulture, garden, cafeteria, art gallery, and the art department to name a few. Occasionally, preschool staff take the children on a walk to the District for a holiday sing or for a happy birthday song to the campus president. Infants and toddlers participate in "stroller" and wagon walks on campus. At the beginning of each school year, parents must complete a Field-Trip Liability Release form. In addition, a specific Class Field Trip Permission Form must be signed before the child will be allowed to attend any off-campus fieldtrips unless accompanied by their individual parent. Walking field trips are guided by the curriculum. Lead staff may take walks on campus or to limited off-site locations. Parents are notified of all off site field trips and sign a permission slip on or before each child is allowed to participate. Field trip permission and release of liability forms are included in initial and annual enrollment paperwork.

Toys

Toys are not allowed at school. Exceptions are made for young children's transitional objects for naptime and to support the curriculum. Lead teachers can allow specific items from home such as a child's special for a curriculum directed activity.

Birthdays

Center classrooms celebrate birthdays in different ways. Please consult your child's teacher.

Lunch and Snacks

Nutrition is an integral part of each child's healthy development. The Center emphasizes the nutritional well-being of each child. The Center is committed to providing nutrition education for both parents and children. Currently, parents are required to provide nut-free snacks and nut-free lunch, along with a water bottle or reusable water bottle. Such items must be presented in clearly marked containers, lunch bags, or reusable lunch box with the name of the child.
If you have any questions or need further assistance, please feel free to contact the Children's Center Office at (714) 432-5569.

HARRY & GRACE STEELE CHILDREN'S CENTER
AT ORANGE COAST COLLEGE

HANDBOOK ACKNOWLEDGMENT

I have received a copy of the **Orange Coast College Harry and Grace Steele Children's Center Parent Handbook** and realize that I am responsible to read and abide by the policies and procedures stated in the Handbook.

I understand that failure to comply with the policies and procedures as stated in the **Handbook** is considered a violation of Children's Center policies.

I also agree to follow the policies set forth in this Handbook to the best of my knowledge and ability and acknowledge that failure to do so may result in termination of my childcare services.

Child(ren)'s
Name(s): _____

Parent/Guardian Signature Parent/Guardian Name (Print) Date