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General Information

The Rise and Shine Preschool is operated by the Pleasant Valley Recreation and Park District. It is located at 465 Skyway at the Camarillo Airport. The Pleasant Valley Recreation and Park District is governed by a Board of Directors. The District Board of Directors meets on the first Wednesday of each month to make decisions regarding the District. Staff supervision is maintained by the Recreation Supervisor and the Rise and Shine Preschool Director.

Any child who is 2 years of age and is potty trained is eligible for enrollment at the school. Students will have the opportunity to remain at the Rise and Shine Preschool until they are ready to enter Kindergarten. The school is operated on a nondiscriminatory basis and accords equal treatment and access to services without regard to race, color, religion, national origin or ancestry.

Purpose

The Rise and Shine Preschool employs the educational philosophy and methods in accordance with California Department of Education Standards. Curriculum is based on providing students with the necessary tools to meet the standards of entry into Kindergarten. Our school allows children to experience the joy of learning and provides an environment for exploration, creativity, physical and social growth.

Goals and Objectives

Our main objective is to offer a safe and fun learning environment for all the children in our program. We wish to challenge and nurture students to help them grow educationally and socially in preparation for kindergarten.

Our goal for each child:

- To meet each child's educational needs by offering challenging activities that will prepare them for kindergarten.
- Develop characteristics of sharing, caring and respect in each student in our program.
- To encourage creativity in each child, giving them the ability to discover new things through hands on activities.
- Utilize small and large group activities to develop fine and gross motor skills during physical and educational activities.

SCHOOL POLICIES AND PROCEDURES

Non-Discrimination Policy

The Rise and Shine Preschool and Pleasant Valley Recreation and Park District is open to all children regardless of race, creed, color, national origin, or sex.

Admission and Other Required Forms

Your child must have all necessary forms completed, signed and on file prior to his or her admittance to school. This includes a Physical Report and Immunization Record. All required immunization should be up to date. There is a *non-refundable* Registration Fee of \$100 per child. All students applying for admission into the preschool must be potty trained. Once your application is completed with all of the necessary documentation for your child, you will be allowed to register at the front desk of the District Office. If the preschool is full you will be placed on a waiting list and your paperwork will be retained on file until a space becomes available. The Preschool Director will conference with any of students with special needs to establish a needs and services plan for that child.

The following forms must be completed for admission into the Rise and Shine Preschool:

- Preschool Information and Release Form
- Notification of Parent's Rights
- Notification of Personal Rights
- Identification and Emergency Information Form
- Consent for Emergency Medical Treatment
- Child's Preadmission Health History
- Physician's Report
- Parent Advisory Contract
- Acknowledgement of Receipt of Parent Handbook

Tuition and Payment

Tuition for the year 2009-20010 is:

Full Day

5 Days per week	(Open 7:30am-5:30pm)	\$563 per month
3 Days per week	(Open 7:30am-5:30pm)	\$469 per month (M/W/F Only)
2 Days per week	(Open 7:30am-5:30pm)	\$406 per month (T/TH Only)

Half Day

5 Days per week	(9:00am-12:00pm)	\$375 per month
3 Days per week	(9:00am-12:00pm)	\$281 per month (M/W/F Only)
2 Days per week	(9:00am-12:00pm)	\$225 per month (T/TH Only)

Annual Registration Fee	\$100 per year
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Tuition is paid on a monthly basis and the first month is due at the time of registration. Fees at the preschool do not include field trips, snacks or lunch. Parents will be requested to sign up to provide snack for the school with the Director. For returning students, registration will begin April 1st to reserve their place for the Fall session. Priority registration will be allotted two weeks to allow for parents to register.

Each parent will be responsible for payments for their child's schooling. Parents may contact the reception desk at the **Pleasant Valley Recreation and Park District Administration Office at 805-482-1996 to make a payment over the phone or visit the District Office at 1605 E. Burnley Street to make our payment in person.** NO PAYMENTS WILL BE ACCEPTED AT THE PRESCHOOL FACILITY. New students will be accepted to the preschool as space becomes available.

A \$25 LATE FEE WILL BE ASSESSED IF YOUR TUITION REMAINS UNPAID AFTER THE FIRST DAY OF THE MONTH. THERE IS A \$15 CHARGE FOR ANY CHECKS RETURNED TO US BY OUR BANK FOR ANY REASON.

Tuition is payable to **PVRPD**. Parents will be notified in writing if there is a tuition-rate change, 30 days prior to the effective date.

Bedding for Naptime

Parents will be required to provide bedding including a crib sheet and light blanket for their child's nap time. Each week the parents will be required to take home their child's bedding to be laundered and return it to school on the next day the child attends. **If your child attends school without bedding and the school has to provide clean bedding for your child, there will be a \$5 laundering fee for the used items.**

Waiting List Priorities

The waiting list will be established as follows:

- 1st priority is reserved to children in the school the previous year.
- 2nd priority is reserved for siblings of children returning to school or of children who graduated the previous year.
- 3rd priority is reserved for those on the waiting list (according to date of application).

Withdrawal from School

A one month (30 Day) written notice is required for withdrawal of a student from the school. Tuition after this time is non-refundable and will be prorated on a daily basis.

Admittance and Dismissal

Because the sense of time in preschool children is still in the process of development, it is difficult for them to wait for parents who are late to pick-up. It is also important to arrive on-time because the teachers need to prepare the environment before the school day

begins and the need for the children to begin their morning routine uninterrupted. While the preschool facility opens at 7:30am and closes at 5:30pm to accommodate working parents, the preschool curriculum will promptly begin at 9:00am and be completed at 12:00pm. At 12:30pm students will have a nap/quiet time. During the afternoon period, student will have structured activities that continue to encourage their educational growth. A \$15 late fee will be accessed for every 15 minutes that a parent is late picking up their child beginning at 5:31pm. Late fees are due on arrival to pick up your child. Late fees can be given to the preschool Director or teacher on duty.

YOUR CHILD MUST BE BROUGHT TO SCHOOL BY A PARENT OR GUARDIAN WHO WILL BE REQUIRED TO SIGN YOUR CHILD IN AND OUT EACH DAY. YOU WILL BE REQUIRED TO SHOW IDENTIFICATION UNTIL THE STAFF RECOGNIZES YOU BY SIGHT AND NAME. THIS IS A STATE REQUIREMENT.

Children will not be released to anyone not listed on the Emergency Information Sheet unless the school has received written authorization from the parents.

Absences

Consistent attendance is extremely important for a student's success. However, we understand there are times when absence from school is necessary. Please notify the school if your child is going to be absent. *Regretfully, we are unable to refund tuition for absences from school.*

Basic School Day Schedule

7:30am	Centers Play including but not limited to dramatic play, circle stories, arts and crafts, and outdoor play.
9:15am	Clean-up and wash hands getting ready for snack
9:30am	Snack, wash hands, and get ready for outside play
9:45am	Outdoor Activities
11:20am	Clean up and transition inside to language circle
11:40am	Language Circle
12:00pm	Wash hands and eat lunch
12:30pm	Quiet activities getting ready for nap time
1:00pm	Story and nap time
2:30pm	Table top and quiet activities of art, science, dramatic play, sensory exploration, blocks, manipulatives, music and movement.
3:30pm	Clean-up for snack
3:45pm	Snack
4:00pm	Wash hand and transition outside for play
5:00pm	Inside for language circle and preparation for going home
5:30pm	All children leave for home

Discipline Policy

Good behavior is encouraged at all times. The Rise and Shine Preschool staff will nurture and direct your child to respect and care for the others in the class. In the event that behavior problem constitutes actions harmful to others or disruptive to the preschool program, the following actions will be taken:

- First Incident – Verbal warning to the child with a time out session.
- Second Incident – Parents will be notified.
- Third Incident – Child will be denied (suspended) from participation in activities at the preschool the following day.

The Rise and Shine Preschool and Pleasant Valley Recreation and Park District reserve the right to expel a child immediately for behavior harmful to other children.

Unacceptable behavior and/or abusive language by a parent or guardian may also result in a child being expelled. **No refunds will be issued for missed days of school.**

The Pleasant Valley Recreation and Park District and the Rise and Shine Preschool does not use corporal punishment or allow any violation of a child/parent/staff's personal rights. Actions of this nature are not permitted or tolerated.

Termination

The school reserves the right to terminate any child who, in the opinion of the preschool Director, with the approval of the Recreation Supervisor, is unable to adjust to the Rise and Shine Preschool program. Additional reasons for termination may include non-payment of tuition.

Parent Advisory Contract

Parents will be asked to participate in a Parent Advisory Committee to support the preschool and work directly with the District on issues regarding the sustainability of the preschool. Parents will participate in no less than 1 fundraiser per year to support additional programs at the preschool with a goal of \$1000. Parents will be asked to assist with additional marketing of the preschool including but not limited to the placement of preschool information around Camarillo. Parents will work cooperatively with the District to maintain a minimum registration level that covers the expenses of the program. If the Preschool program at anytime falls below the minimum registration levels for 2 consecutive months, the District will then consider alternatives including but not limited to closure of the preschool.

HEALTH AND SAFETY

Health

The Rise and Shine Preschool is unable to accept ill children. Please keep your child at home and notify the school when he or she has a communicable illness. Do not send your child to school with an active cold. Children with contagious symptoms such as a sore throat, sniffles, coughs or sneezes should be kept at home. If your child has a fever, the temperature should be normal for at least 24 hours before the child returns to school. In order to have your child at school, he or she must be able to participate in indoor and outdoor activities. **If your child has stayed home with a communicable illness please notify the preschool Director immediately so that proper precautions can be taken.**

Child Abuse

California State Law requires that school teachers and administrators **MUST** report to the appropriate civil authorities any suspected case of child abuse. Child abuse is not limited to physical injury. The following **MUST** be reported:

1. Physical injuries;
2. Indications of child neglect, such as failure to provide food/clothing or shelter, even when there is no physical injury;
3. Indications of sexual abuse, sexual assault and child molesting. For children under the age of 14, child-molesting includes lewd and lascivious acts.

Medication

Please do not send any kind of medication, including vitamins, in your child's lunch box. The teachers cannot administer medications. Any medication must be logged with the preschool Director and have a valid physician label on the bottle. Over the counter medication will not be administered. Medications will be sent home each day with the parent who will need to re-log the medication with the Director the following day if necessary. In the absence of the Director, the senior teacher may administer the medication log and dispensing of the medication.

Illness at School

You will be notified immediately if your child develops any symptoms of illness at school. We will notify you immediately and ask you to pick up your child in the case of symptoms that may be considered contagious, such as fever, nausea/vomiting, cold symptoms, rash or eye problems. Your child will not be allowed to return the following day if symptoms are still occurring.

Communicable Disease

In the event that a communicable disease is diagnosed and the school is informed, notices will be sent to parents of all children who may have been exposed. A doctor's release will

be requested upon the return of the students who were absent due to the communicable disease and/or conditions such as head lice.

Accidents or Emergencies

Minor accidents occurring during class time; i.e. cuts, scratches, receive prompt attention by staff members. Incident reports are filled out in the event of any minor injury sustained during school hours. In the event of a serious accident, the family is notified at once. If the parents cannot be reached, emergency procedures, provided for the parent upon application, will be followed.

Emergency Phone Numbers

It is imperative that parents keep the school up-to-date with current phone numbers where parents/guardians can be reached at all times. Remember, your child is counting on you.

Earthquake Emergency Plan

In the event of a serious earthquake during school hours:

1. Do not phone the school. Telephone lines must be kept open for emergency use.
2. All students will be held in a supervised evacuation area adjacent to the facility on the grass at Freedom Park.
3. Children will only be released to a parent/guardian or authorized person after first signing the student out of school.

IT IS VERY IMPORTANT THAT YOU CONTACT THE SCHOOL IMMEDIATELY IN THE EVENT OF A CHANGE OF ADDRESS, PHONE NUMBER OR PLACE OF EMPLOYMENT FOR ANYONE LISTED ON THE EMERGENCY FORM. PLEASE BE SURE TO KEEP THE INFORMATION CURRENT.

Fire Safety Plan

Routine fire drills are practiced by all students and staff. Children exit the classroom in single file and go to a common meeting area outside the building. Attendance is taken immediately.

Sunscreen

Please provide the Rise and Shine Preschool with a bottle of sunscreen for your child with his or her name on it. Due to the possibility of allergic reactions, children will not be allowed to share sunscreen. Preschool staff will assist preschoolers with their sunscreen application by dotting the sunscreen on the child's exposed areas and then instructing them on rubbing it in.

BETWEEN HOME AND SCHOOL

Parent Communications

We encourage the parents to visit the classroom and observe their child(ren) at work. Please schedule an appointment with the preschool Director if you wish to observe your child. As this is for the purposes of observation, please do not work with you child while in the learning environment. Please also remember that your presence can be distracting for other children, so we ask that you try to maintain a quiet presence in the classroom.

Parent-Teacher Appointments

To meet with the preschool Director or a teacher, please make an appointment directly with the preschool Director. Please feel free to do so at any time. It is the policy of the staff to facilitate the highest degree of cooperation and communication between parents and teacher. PLEASE DO NOT LET A SITUATION REACH CRISIS PROPORTIONS BEFORE FOR CONTACTING US.

Parent Conferences

In November and March of each year, the staff will conduct parent-teacher conferences. Conferences will be scheduled for 20 minutes for each child. Parents will be given the opportunity to sign-up for times that are suitable to their schedule, but are not guaranteed a particular time. In order to have a successful conference, it is important to meet with the preschool Director without your child present. The preschool Director reserves the right to call additional parent-teacher conferences throughout the school year as he/she necessitates.

School Calendar

The Rise and Shine Preschool follows the school calendar of the Pleasant Valley School District. The Rise and Shine Preschool will provide you with its own calendar that may differ from the regular school calendar. The Rise and Shine Preschool will *always* close for the PVSD Winter Holiday Break. The Rise and Shine Preschool will remain open for the Spring and Summer Breaks, taking one week off at the end of summer to prepare for the new school year. Tuition is divided equally throughout the school year. There will not be a reduction in fees during the Winter Break school closure or the week prior to the new school year beginning in August.

Lunch

Lunch is not included in the tuition paid to the Rise and Shine Preschool. All students attending the preschool must bring their lunch to school with them each day. It is preferred that you bring your child's lunch in a lunchbox that has their name on it. We are unable to refrigerate lunch items, but do have the ability to heat items in the microwave. Staff will return any uneaten items in the child's lunch so that parent's have the ability to adjust your child lunch portion size. Please send your child with any utensils needed to

consume the items you have sent with them. We strongly encourage our parents to provide healthy food for their children's lunches. Staff may offer days during the school year when hot lunch will be provided for an additional fee. This fee would be set by the Preschool Director and would be paid in cash directly to him/her.

Snack

Snack is served mid-morning and in the afternoon each day. The Rise and Shine Preschool Director will provide a sign-up list for parents to provide snack items for the school. If you wish to provide your child with additional snacks, please feel free to do so and notify the teacher that you have done so.

Field Trips

Field trips are an integral part of the Rise and Shine Preschool program. If you do not wish for your child to attend a field trip, you will need to make other childcare arrangements for them for that day. Parents are encouraged to attend, but additional admissions fees will be at the cost of the parent. All parents attending the field trip must sign a release and liability waiver prior to departing for the trip. Student permission is granted for field trips on the release form turned in with enrollment paperwork. The preschool Director will notify parents no less than 30 days in advance of a field trip. When a field trip has been scheduled, the Pleasant Valley Recreation and Park District will contract with a local bus agency for transportation to and from the field trip location. Parents will be asked to fundraise to offset the costs of field trips for the students.

Clothing at School

Removable items of clothing must be clearly marked with your child's name. Please provide a complete change of clothing in the event there is an accident at school. Please do not send your child in open-toed shoes to school. Due to energetic physical activities, we would like to prevent injury by have all children in closed-toed shoes.

Questions, Suggestions, and Grievances

Communication between the parents, teachers, Director, and Recreation Supervisor is vital to making the Rise and Shine Preschool successful. We do everything to make communication possible. Please take any questions, suggestions, or concerns to the Director of the preschool, child's teacher or the Recreation Supervisor. You may contact the Recreation Supervisor at anytime by call 805-482-1996 ext.18 or by e-mail at jletus@pvrpd.org.



RELEASE FORM & INFORMATION SHEET
(FORM MUST BE FULLY COMPLETED.)

FAMILY LAST NAME(S): _____

FAMILY ADDRESS: _____ CITY: _____ ZIP: _____

E-MAIL ADDRESS: _____ PHONE: _____

PLEASE TYPE OR PRINT NEATLY. INCLUDE LAST NAMES OF ALL CHILDREN

CHILD NAME: _____ **BIRTHDATE:** _____ **T-SHIRT:** _____

Is this child currently taking any medication? No Yes:(name of medication) _____

Does this child have any allergies? No Bee Sting Seasonal Food/Medication _____

Other: _____

Does your child have any physical limitations? No Yes: _____

Date of last tetnus shot: ___ / ___ / ___ Is your child current on all immunizations? No Yes _____

Tuition and Payment

Tuition for the year 2008-2009 is:

- 5 Days per week (Open 7:30am-5:30pm) \$563 per month
- 5 Day per week (Half Day: 9:00am-12:00pm) \$375 per month
- 3 Days per week (Open 7:30am-5:30pm) \$469 per month (M/W/F Only)
- 3 Days per week (Half Day: 9:00am-12:00pm) \$281 per month (M/W/F Only)
- 2 Days per week (Open 7:30am-5:30pm) \$406 per month (T/TH Only)
- 2 Days per week (Half Day: 9:00am-12:00pm) \$250 per month (T/TH Only)
- Annual Registration Fee \$100

Tuition is paid on a monthly basis and the first month is due at the time of registration. Parents will be responsible for providing their child with lunch each day and will be required to sign up to assist in providing snacks each month. Priority registration will be allotted a two weeks to allow for parents to register.

Each parent will be responsible for payments for their child's schooling. Parents may contact the reception desk at the Pleasant Valley Recreation and Park District Administration Office at 805-482-1996 to make a payment over the phone or visit the District Office at 1605 E. Burnley Street to make our payment in person. **NO PAYMENTS WILL BE ACCEPTED AT THE PRESCHOOL FACILITY.** Students will be accepted to the preschool as space becomes available.

PARENT/GUARDIAN INFORMATION

NAME: _____ RELATIONSHIP: _____

WORK PHONE: _____ CELL PHONE: _____

NAME: _____ RELATIONSHIP: _____

WORK PHONE: _____ CELL PHONE: _____

EMERGENCY PICK-UP

In addition to parent/guardian(s) listed above, identify those who have your permssion to pick up your child(ren). Please remember that these people must be at least 18 years of age. Your child(ren) will not be released to persons not listed on this form, **NO EXCEPTIONS:**

NAME: _____ RELATIONSHIP: _____ PHONE: _____

NAME: _____ RELATIONSHIP: _____ PHONE: _____

NAME: _____ RELATIONSHIP: _____ PHONE: _____

NAME: _____ RELATIONSHIP: _____ PHONE: _____

Indicate any persons **PROHIBITED** from picking up your child: _____

RISE AND SHINE PRESCHOOL RELEASE FORM

Pleasant Valley Recreation and Park District

Please read the following information carefully. Your signature indicates that you fully understand and agree to abide by the terms of the Rise and Shine Preschool.

This form must be signed in order to enroll in the Rise and Shine Preschool program. The release may not be altered in any way.

TRIP AND ACTIVITY APPROVAL

I, the undersigned, grant permission to my child(ren) to attend all Rise and Shine Preschool Excursions and Trips. I, the undersigned, hereby grant permission to my child(ren) to participate in Rise and Shine Preschool activities including but not limited to sports, crafts, games, field days, and special events.

BEHAVIOR CODE

Good behavior is encouraged at all times. The Rise and Shine Preschool staff will nurture and direct your child to respect and care for the others in the class. In the event that behavior problem constitutes actions harmful to others or disruptive to the preschool program, the following actions will be taken:

- First Incident – Verbal warning to the child with a time out session.
- Second Incident – Parents will be notified.
- Third Incident – Child will be denied (suspended) from participation in activities at the preschool the following day.

The Rise and Shine Preschool and Pleasant Valley Recreation and Park District reserve the right to expel a child immediately for behavior harmful to other children. Unacceptable behavior and/or abusive language by a parent or guardian may also result in a child being expelled. No refunds will be issued for missed days of school.

INFORMED CONSENT AND RELEASE

I, the undersigned, voluntarily participating in the referenced activity, understand that such participation does not establish or imply an employer-employee or an agency relationship with the Pleasant Valley Recreation and Park District. I acknowledge and agree that some activities may be of a hazardous nature and/or include physical and/or strenuous exercise or activity and understanding this I state that I have no knowledge of any conditions that would prohibit my child from safely participating. Please note: The Pleasant Valley Recreation and Park District does not provide any insurance coverage of any kind for your participation. The Pleasant Valley Recreation and Park District strongly recommends that appropriate insurance be obtained by each participant.

I, the undersigned, and in the event that the undersigned is under 18 years of age, the undersigned's parents or guardian, in consideration of the request and permission to participate in the referenced activity, hereby assume full responsibility for all risk of injury or loss which may result from my participation in this activity and hereby AGREE TO DEFEND, INDEMNIFY, HOLD HARMLESS, RELEASE AND FOREVER DISCHARGE the Pleasant Valley Recreation and Park District, from any and all acts of negligence and all claims and demands whatsoever, which the undersigned, any third person, or any persons acting under their behalf, have or may have against the Pleasant Valley Recreation and Park District, by reason of any accident, illness, injury to or death of any person or persons, or damage to or loss or destruction of any property arising or resulting directly or indirectly from participation in the referenced activity and occurring during said participation, or any time subsequent thereto. The terms of this release will serve as a release and assumption of risk for my heirs, executors and administrators and for all of my family members.

PERMISSION FOR MEDICAL TREATMENT & TRANSPORT

I, the undersigned, hereby grant the Pleasant Valley Recreation and Park District and agents thereof, permission to summon 911 in the event that myself or my child(ren) require advanced first aid or medical treatment. I further grant permission to transport myself or my child(ren) to another center of advanced care. I grant permission to any and all physicians, surgeons, medical personnel, and emergency medical technicians or paramedics to treat myself or my child(ren) if such treatment is reasonably required.

PRESCHOOL HOURS AND EXTENDED CARE POLICY

Rise and Shine Preschool hours are from 7:30am to 5:30pm Monday through Friday. Preschool curriculum will be implemented from 9:00am-12:00pm with additional structured activities in the afternoon. Children must be picked up no later than 5:30pm. I understand that there is and agree to pay a \$15 for every 15 minutes, or part thereof, that my child(ren) attends school beyond these hours. **Notice:** Under no circumstance may any child be left at the school facility unattended. Parents MUST sign children in and out of school. I, the undersigned, have read, understand, and agree to abide by the Preschool Hours and Late Fee Policy. Late fee is due up pick up of your child from the preschool. Payment will be collected by the staff on duty.

PHOTOGRAPHIC RELEASE

I grant the Pleasant Valley Recreation and Park District at its discretion and free of charge, permission to use still photography of myself or my child(ren) participating in District sponsored recreation programs for the purpose of publicizing said programs.

REFUND, CREDIT, AND CANCELLATION POLICY

I, the undersigned, agree to abide by the terms and conditions outlined in the Refund, Withdrawal, and Sick Day policy. I realize that no credit, refund, or transfer will be given without a minimum of 30 Days notice of cancellation of preschool attendance. I further understand that credits, refunds, or transfers will not be given for sick days or other absences.

REGISTRATION POLICY

I, the undersigned, agree to abide by the terms and conditions outlined in the Registration policy. I understand that the Pleasant Valley Recreation and Park District office staff must receive registrations and fees for the preschool prior to my child's attendance. I understand that my payment will be considered late if I do not have it to the District prior to that week of preschool beginning.

PARENT ADVISORY CONTRACT

Parents will create and participate in a Parent Advisory Committee to support the preschool and work directly with the District on issues regarding the sustainability of the preschool. Parents will participate in no less than 1 fundraiser per year to support additional programs at the preschool with a goal of \$1000. Parents will be asked to assist with additional marketing of the preschool including but not limited to the placement of preschool information around Camarillo. Parents will work cooperatively with the District to maintain a minimum registration level that covers expenses. If the Preschool program at anytime falls below the minimum registration levels for 2 consecutive months, the District will then consider alternatives including but not limited to the closure of the preschool.

Parent Signature: _____

Date: _____

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Central Coast Regional Office

Licensing Office Address: 360 South Hope Ave. Suite C-105; Santa Barbara, CA 93105

Licensing Office Telephone #: 805-682-7647

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (12/06)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME		
ADDRESS		
CITY	ZIP CODE	AREA CODE/TELEPHONE NUMBER

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)	(PRINT THE ADDRESS OF THE FACILITY)
(PRINT THE NAME OF THE CHILD)	
(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	
(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	(DATE)

IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
FATHER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
MOTHER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ()

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL
 OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT OR AUTHORIZED REPRESENTATIVE	DATE
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TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	DATE LEFT
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CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME
PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER WHATEVER
NAME
CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD NAMED
ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

_____ DATE

_____ PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

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CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME
PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER WHATEVER
NAME
CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD NAMED
ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

_____ DATE

_____ PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

LIC 627 (5/01) (CONFIDENTIAL)

