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Early Childhood Education Office, Room 704
 13030 Ashley Falls Drive, San Diego, CA 92130
 (858) 793-0071 Fax (858) 793-6957
 Email: ECDC@dmusd.org
 Monday- Friday 7:00am-4:00pm

Preschool Locations:

Ashley Falls School (Infant - Prekindergarten)
 13030 Ashley Falls Drive, San Diego, CA 92130
 (858) 793-0071, option #2
 Ashley Falls Facility License #376700911 and #376700913

Torrey Hills School (Preschool 2 and Prekindergarten)
 10830 Calle Mar De Mariposa, San Diego, CA 92130
 (858) 793-0071, option #2
 Torrey Hills Facility License #376701160

District Mailing Address

11232 El Camino Real #100, San Diego, CA 92130

www.dmusd.org/ECDC

Welcome!

Serving the District since 1993, the *vision* of our program was born out of a desire to provide quality care and outstanding early childhood education in a developmentally appropriate environment. We are committed to high standards of excellence within a nurturing, friendly and safe environment.

During a child's first five years of life, there is an extraordinary opportunity to encourage children to build on their experiences, expand their horizons, explore, create, learn, and have fun! Our dedicated and caring staff provide critical links to elementary school readiness, help children master new skills, model excitement for learning and foster a community of learners to develop a sense of belonging. The Del Mar Union School District's Early Childhood Development Center extends a warm welcome to your family!

Program Descriptions

Early Childhood Development Center (ECDC)

With a comprehensive curriculum and a talented staff, children are given the tools they need to develop at their own pace in a warm, nurturing play-based environment. The hours of operation are Monday-Friday from 7:00am to 4:00pm at the Ashley Falls location and 7:00am to 6:00 pm at the Torrey Hills location.

Families may choose a full day (7:00am-4:00pm) or an extended half-day option (7:00am-1:00pm). In addition, families may choose 2 days (Tues,Thurs), 3 days (M,W,F), or 5 days (M-F).

Classroom Placement/ Child's Age

Ashley Falls:

- Infant classroom: 0-18 months
- Toddler classroom: 18 months-27 months
- Preschool 1 classroom: 27 months
- Preschool 2 classroom: 3 years old by September 1st and fully potty-trained
- Prekindergarten classroom: 4 years old by September 1st

Torrey Hills:

- Preschool 2 classroom: 3 years old by September 1st and fully potty-trained
- Prekindergarten classroom: Full day: 4 years old by September 1st
- Prekindergarten classroom: Half day: 4 years old by September 1st

As children age out of the Infant and Toddler classrooms, children will transition to new classrooms the first Monday of the following month. Please note this is dependent upon space available. Preschool 1, Preschool 2 and Prekindergarten children will transition to new classrooms the following school year.



Staff Qualifications

Staff members meet or exceed established educational and experience requirements for the positions held as required by the Community Care Licensing and Del Mar Union School District. Staff participate in formal training each year and undergo fingerprinting background checks. On-going professional development opportunities in the areas of early childhood classroom management, recreation, inclusion, and instructional strategies are provided for all staff throughout the year.

Procedures

Admission & Enrollment

The Del Mar Union School District is nondiscriminatory and will provide equal care and attention for all children enrolled in the program without regard to color, creed, religion, or national origin. Enrollment in the program is limited based on space availability. We highly encourage you to attend one of our monthly site tours prior to enrolling your child. Dates listed on our district homepage calendar.

Each spring, re-enrollment and new-enrollment will be announced via the ECDC website. The ECDC enrolls all children into the specified programs on a first-come, first-serve basis. Priority registration will be given to Del Mar Union employees, then re-enrolling families, and finally new families. If the preschool is at capacity, families may join our waitlist via the website.

As a reminder, State and District policy states children entering Kindergarten must be five years of age by September 1st. As a result, the ECDC is aligned to this standard. If a child has an individual circumstance, a meeting with the Director is required.

New Families

ECDC Enrollment is accessible online via the district website, ECDC homepage. Navigate to the quick links, where it states “ECDC New Family Enrollment”. This will forward you to *DayCareWorks*, where you will register as a new family. A non-refundable \$150.00 registration and materials fee per child is due annually at the time of enrollment. Please print, complete, and return all licensing “supplemental” forms to the ECDC office by the April 1st. No child will be able to start school without a complete enrollment file. Original signatures are required. A current immunization form that proves all updated vaccines is required for ECDC entrance. *Note: All children must be vaccinated prior to enrollment as per CA SB 277.*

Returning Families

Returning families already have an existing family account on *DayCareWorks*. Click “DayCareWorks Parent Portal” to re-enroll. Families must be in good standing and all requirements as stated above apply. Please DO



NOT create another *DayCareWorks* account. Duplicates will affect accounting. If you have forgotten login or passwords, contact the ECDC office.

Fees

Tuition is due on the 1st of the month. A 10% sibling discount will be applied to the lesser tuition for families with two or more children enrolled in the program.

If payment has not been received by the 5th, a late fee of \$25.00 will be assessed. If tuition is not turned in within two weeks of the due date, this may result in immediate termination. As a result, upon re-enrolling a \$150.00 registration and material fee will be applied. If a family chooses to dis-enroll and re-enroll within the same academic year, a \$150.00 re-registration fee will be applied at time of re-enrollment. We cannot assure your spot will be available once dis-enrolled.

Changes in the contract may only be made by written request to the ECDC office two weeks prior to the effective date of the change. This will only be granted based on availability. There is a \$10.00 processing fee for changing your contract.

In addition, for any processed refunds, a refund fee will be assessed at either 3% or a minimum of \$10, whichever is greater.

**Past due accounts may be referred to collections for past due balances. Del Mar Union School District contracts with a Collections Agency. If the account is sent to collections, parents will be responsible for the balance due plus fees associated with the collection of the account.*

If you have specific questions regarding tuition & payment, please notify the ECDC office to make arrangements, or if you require financial assistance, please visit the Alternative Payment Program through www.childcaresandiego.com.

Late Pick Ups

For every 15 minutes after the scheduled pickup time, a late fee of \$30.00 will be applied. Time is determined by the site clock. A "Late Pick Up" slip will be completed, and the charge applied to your account. The late fee must be paid the next time you log into the system. Multiple late pick-ups may result in dismissal of your child from the program.

Note: If a parent or other authorized person(s) fails to pick up your child(ren) or contact the ECDC office, and if no one can be reached within sixty minutes after closing time, District personnel is required to release your child(ren) to the custody of Child Protective Services or other legal authorities.

Drop-In, Unscheduled Days



In the event of unexpected preschool care, please contact the ECDC office. Upon assessing our program needs and availability, your child may or may not be granted attendance. Drop-in rates apply. There are no discounts.

Optional Programs

Summer programs dates and tuition will be listed on the ECDC website prior to registration periods. In order for your child to participate in optional programs, you must indicate the enrollment schedule at the time of registration and submit payment by the due date. Registration for optional programs must be paid in advance. Optional programs can fill up and are on a first-come basis; early registration is suggested to ensure placement. Lunch and snack are not provided during optional camps. Please pack healthy meals for your child.

Late Registration for Summer Programs:

If the enrollment date has passed, a \$20.00 late processing fee will be assessed to any registrations for Summer programs. Payments for camp may be made online or by check.

**Optional programs are subject to cancelation based on low-enrollment. A minimum of 10 children is required for each program.*

Holding Fee

There may be a time when a family experiences an extraordinary circumstance. In this case, with the Director's/ Site Supervisor's approval, the ECDC will honor and assess a holding fee to secure the spot for a maximum of three months at 50% of the monthly tuition. This holding fee is non-refundable and non-applicable. If a family does not pre-arrange and pre-pay the holding fee, the spot will be given to the next family on our waitlist.

Payments and Tax ID

The Early Childhood Development Center's *tax ID for claiming childcare expenses is 95-6000995.*

Payments may be made in a number of ways:

1. *Online-* Recurring debit/credit card payments can be set to recur at the same time each month. There is no charge for this service. Using electronic checks, debit and credit cards (Visa and MasterCard) using this link: family.daycareworks.com/login.jsp
2. *By Mail-* Checks or Money Order:
Del Mar Union School District
c/o Early Childhood Development Center
11232 El Camino Real, Suite 100
San Diego, CA 92130



3. *In Person*- Early Childhood Education Office
 13030 Ashley Falls Drive, Room 704
 San Diego, CA 92130
 Office Hours: M-F (7:00am–4:00pm)

Special Events

School Day field trips are not scheduled on a regular basis during the school year. However, the ECDC staff and children do enjoy walking to different parts of the school campus. Parents sign off on walking field trips as part of the parent handbook agreement.

Absences

If your child will be absent or late to the Early Childhood Development Center, please notify the Early Childhood Education office at ECDC@dmusd.org or 858.793.0071

No credit or refunds will be given for sick/vacation/unused days.

Illness

Health and welfare of all children is important to ECDC, a child with signs of illness will be sent home. If your child becomes ill with a confirmed case of a contagious illness such as strep throat, please notify us so we can alert other parents. ECDC also requires a physician's note that states the diagnosis and release to return to school. Please keep your child home if:

- Fever of 100° degrees or more
- Nausea, vomiting, diarrhea
- Body rash (with/without fever)
- Sore throat with fever and swollen glands
- Severe coughing
- Signs of conjunctivitis (pink eye)
- Unusually tired, pale, lack of appetite, confused or cranky
- Child is not able to comfortably participate in the normal classroom activities

If your child displays signs of illness while at school, we will make him/her comfortable (away from other children) and you will be contacted to pick up your child. Parents must pick up their sick child within one hour after notification by the school. If the parent is unable to come, an authorized individual must come within the hour. If child has not been picked up within the hour, our program standard late fee will apply.

A child cannot return to the program until he or she is symptom free for 24 hours.

Accidents & Emergencies

If a child is injured on site, first aid will be administered. If a physician must treat a child, every effort will be made to contact the child's parent/guardian and/or the doctor indicated on the emergency information. In case of an emergency, as determined by program staff, paramedics will be called and a parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.

As a reminder: It is the parent's responsibility to keep the information on the child's emergency information form current.

Medication Administration & Emergency Procedures

Medication is not given to children without prior arrangements with the ECDC Office. Only physician-prescribed medication in the original prescription container will be given. The container must be labeled by the pharmacist and must include the name of the student, date, dosage, medication name, and method of administration. All necessary dosing tools must be provided. A "Medication Consent Form (LIC 9221)" for the administration of medication must be completed by the parent or guardian and be kept on file at the site prior to administration of medication.

It is the parent's responsibility to keep all medications up-to-date. Medications will be disposed of two weeks after the expiration date or a child's withdrawal from the program if not picked up.

Disaster Preparedness

The Del Mar Union School District and the Early Childhood Development Center have a comprehensive Incident Command Structure and emergency plan. Our two preschools are located on elementary school sites. As a result, whenever there are incidents, communication is coordinated at the direction of the superintendent to ensure all information is consistent and reaches the appropriate parties.

Family Involvement

The ECDC program truly believes the key to its success is the collaboration between staff and parents. Parents have access to the areas on facility premises where their child is enrolled. Parents may make arrangements with classroom staff to volunteer or request a conference with the Lead Teacher and/or Administration Staff at any time to discuss concerns. Each family will have access to lesson plans, monthly newsletters, and calendars with information about curriculum, activities, and special events.

Parents are encouraged to attend their child's Parent/Teacher conference to review current developmental progress and goals twice a year. Teachers will provide notice of conference week.

Sign In/Out Procedures



When a child is enrolled in the Early Childhood Development Center, parents and guardians must provide a pre-authorized list of individuals approved to drop off and pick up their child. It is the parents' responsibility to keep this list up-to-date. The staff will not release children to unauthorized individuals who are not on the emergency pick up list. All individuals on the pre-authorized list must be over 18 to pick up a child. In addition, the authorized individual will be required to show photo identification and sign the attendance sheet with full signature.

It is the parent's responsibility that all home, business, mobile and emergency contact numbers and emails are correct.

Student Conduct

ECDC values positive reinforcement and discipline techniques. Each staff member is trained in using a variety of age appropriate tools to reinforce desirable behaviors. ECDC ensures the physical, emotional, and developmental well-being of each child. The ECDC has the right to request meetings with parents/guardians to address behavioral concerns.

Photography

The ECDC staff will take observational photographs of classroom children engaged in their daily work. These photos will be used for internal assessment and at times, public communication for the Del Mar Union School District only. Children's safety and privacy are our priority, and photos that reveal identities will not be used for any advertising purpose.

Sunscreen

Sunscreen may be provided by parents for the staff to re-apply to your child prior to outdoor play. Please apply the first application of sunscreen prior to drop-off. Label the item and place in the sunscreen bin in your child's classroom.

Termination of Service

Services are subject to termination if parents demonstrate a disregard for the policies outlined in this handbook, such as: delinquent fees, frequent late pickups of child(ren), failure to comply with contract agreements for dates of service, failure to comply with CCLD licensing policies.

The ECDC Director will provide parents with written notification of the breach of policy. If the parents willfully continue to disregard the policies set forth, they will be given notice of intent to terminate services.

Withdrawal

If you wish to withdraw your child from the program, you must provide the ECDC office with a written notice 30 days in advance of when you intend to withdraw. If you choose to withdraw without notice, tuition will continue to be charged to your account and the 30 day notice will also apply.

No withdrawals will be accepted or take effect after May 1 for the current school year.

If you withdraw your family from the program and then wish to re-register during the same school year, a re-registration fee of \$150.00 will be applied to the new contract. This fee is non-refundable and non-applicable. If there is an outstanding balance from previous attendance in the Early Childhood Development Center, the account must be cleared in order to return to the program.

Refund/Credit Policy

Following a withdrawal from the program, refunds will only be processed for accounts with a credit balance of \$30 or more. Any credit balance of \$30 or less will not be refunded and will remain in the account for future care through June 30 of the current year. On July 1st of the current year, the unused credit will be forfeited.

Closures

The Early Childhood Development Center will be closed on Federal and State holidays as well as District breaks. The schedule may be changed if necessary at any time. We will make every effort to provide ample notice. There may be occurrences where notice is not possible. Fees are not reduced, refunded, or credited, and there are no other allowances for these closures. Please refer to the preschool calendar for days on which the program will be closed. Credit will be given for religious holidays if the Early Childhood receives two weeks advance written notice.

Early Release Wednesdays

The ECDC will be closed for Professional Learning and In-Service training. The exact dates will be listed on the annual ECDC calendar. As a reminder, late pick up fees will apply to any early release days.

Daily Program

Each day, children will be exposed to routines and activities that are intentionally designed to stimulate their age-appropriate skill development. The ECDC is a play-based environment where social-emotional development is our main focus. Building self-esteem, self-confidence, independence, and interpersonal skills supports children's openness to imbedded academic readiness skills such as pre-literacy, math, logic and reasoning.

Clothing & Accessories



Please dress your child appropriately for active indoor and outdoor play. Your child will have the opportunity to work with paints, clay, and glue each day so plan for your child to get messy! Layers are encouraged, especially during cool weather. During warmer weather, water play may occur, and staff may request swimsuits and towels.

Please prepare a backpack with additional clothing, including socks & underwear. For littles, multiple outfits are helpful. Backpacks will go home each day.

For your child's safety and enjoyment on the playground, closed-toe footwear with rubberized soles is required.

Label ALL of your children's belongings clearly with your child's first and last name (i.e. lunch bags, backpacks, clothing, sheets, bottles, sippy cups, snacks, sunscreen, etc.) We ask that all your child's belonging fit into his/her backpack. The ECDC is not responsible for damaged, lost, or stolen property.

We are unable to store personal strollers onsite. Please avoid sending playthings with your child.

Personal Hygiene

Diapering- Parents are required to provide diapers, pull-ups, wipes and any necessary ointments. All items must be labeled and will be kept in a bin specifically identified for your child. Diapering happens on a regular, consistent basis throughout the day. Parents will receive a report of the frequency and type of diaper change your child received. Due to limited storage space in classrooms, please plan to supply diapers for a week at a time.

Toilet Training– Toilet training is the most successful when there is a home/school connection. The process begins in the Preschool 1 classroom. Children may still be in diapers at the start of toilet training. As self-confidence grows, staff may suggest a transition to pull-up style diapers and/or underwear. Teachers support potty-training in a peer group setting and use positive reinforcement. Parents will receive a verbal report of the frequency and type of toileting that occurred at pick-up.

Secure Use– Children entering the Preschool 2 classroom and Prekindergarten classroom must be secure toilet users and in underwear. Children may still require assistance with clothing and wiping but should be confident in their ability to use the facilities on a regular and consistent basis. Staff recognizes toileting accidents may occur and request an extra change of clothes be stored in backpacks for these instances. Three or more potty-accidents in a day, may result in a meeting with administration personnel to reassess classroom placement.

Meals

Children attending the Early Childhood Development Center are required to bring their own breakfast, lunch and snacks. Children will be provided filtered water. Food will not be heated for safety reasons and should be ready to eat. Containers with milk will be refrigerated. All bottles for infants must be premade and labeled with the child's first and last name and date. Bottle warmers may be used for infant feedings. Toddlers and preschool

children should have at least two snacks, a lunch, and at least one drink (water preferred). Efforts are made to respect food allergies. The entire ECDC, regardless of site location, is a peanut-free facility.

The ECDC requires families to pack healthy meals that correlate to the National Child Nutrition Program.

Breakfast time is 7:00-7:45am. Children will begin their academic day at 8:00am and breakfasts will be put away. Please plan your morning arrivals to accommodate our academic start time.

If you are interested in a pre-paid food program lunch option, please contact Michelle Bothe directly with Child Nutrition Services 858-755-9301 x3670.

Rest Period

During rest time, children sleep on cots or cribs provided by the center. Parents provide a blanket and fitted crib sheet for the child. All bedding will be sent home at the end of the child's scheduled week to be laundered and must return the following week. A comfort item ("lovey," stuffed animal, special blanket) may be used during rest time for children over a year of age. Parents may also provide pacifiers as part of the child's routine in the infant and toddler room. Staff will not wake sleeping children except in cases of emergency or early pick up.

Infants– Infants will sleep in a designated crib. Infants may be rocked or snuggled to sleep. Music and white noise machines will be used during naps. If children are showing signs of fatigue, staff will support the child to sleep even if it is not consistent with the child's normal routine. Nap frequency and duration information will be provided at pick-up. When developmentally or physically appropriate, children will move from a crib to a cot.

Toddlers and Preschool Classrooms- Children will lie down on a cot for a rest/nap time. Children are not required to sleep but will lie quietly to let their bodies rest for a minimum of 30 minutes. Children will be provided an alternative quiet activity once awake.

Community Care Licensing

DMUSD's Early Childhood Development Center operates licensed facilities through the Department of Social Services and adheres to all licensing requirements at all times. As a result, the Department of Social Services and the parent/guardian have the right to enter and inspect the facility without advance notice during normal operating hours of the facility. Department of Social Services has the authority to interview children or staff and to inspect and audit child or facility records without prior consent.

Student/Staff Ratio

While the DMUSD's ECDC is committed to a lower staff to children ratio, please note Community Care Licensing ratios are:

- Infant: 1 staff: 4 children
- Toddler: 1 staff: 6 children
- Preschool: 1 staff: 12 children

Mandatory Reporting

The Del Mar Union School District staff are required by law to report known or suspected instances of child abuse to the Child Protective Services Agency and any unusual incidents to Community Care Licensing.

IDEA

The Early Childhood Development Center complies with all applicable requirements of Section 504 and the ADA.

Mainstreaming

DMUSD is proud to be home to a Special Education Preschool on our Torrey Hills campus. Children in the Torrey Hills ECDC classes will enjoy the unique opportunity to interact with our Special Education preschool students during mainstreaming and reverse mainstreaming opportunities. Parents can give consent for their child to be signed out of the class and reverse mainstream in one of the Special Day Classrooms on campus. This interaction is one key to building positive social awareness between children in an early childhood educational setting.



Thank you...

for choosing the Del Mar Union School District's Early Childhood Development Center. We acknowledge parents have many early childhood educational options to choose from and are proud that you have decided to be a part of our amazing community of early childhood advocates.

Giving your child a preschool experience is one of the best gifts you can give. We are committed to making sure your child's first five years are filled with creative and challenging experiences that support kinder-readiness and successful transition into formal education.