



**EARLY CHILDHOOD
DEVELOPMENT CENTER**
DEL MAR UNION SCHOOL DISTRICT

Parent Handbook

Early Childhood Education Office, Room 704
13030 Ashley Falls Drive, San Diego, CA 92130

District Mailing Address
11232 El Camino Real #100, San Diego, CA 92130

Preschool Locations:
Ashley Falls School
13030 Ashley Falls Drive, San Diego, CA 92130

Torrey Hills School
10830 Calle Mar de Mariposa, San Diego, CA 92130

Website: <https://preschool.dmusd.org>
Phone: (858) 793-0071 **Fax** (858) 793-6957
Email: ECDC@dmusd.org

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!

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.

Hours of Operation

The ECDC office is open Monday-Friday from 7:30am to 4:30pm. The business office is closed on all holidays and non-school days unless a camp is in session.

Our Program

DMUSD Early Childhood Development Center has 2 center locations. We are located on the school campuses of Ashley Falls School and Torrey Hills School. We serve children from 3 to 5 years in age. ECDC operates from August to May, Monday through Friday. During the summer months of June and July, we may offer optional camps.

- Full day program (7:30am- 4:30 pm)
- Half day program (7:30am- 1:00 pm)

Early Release Days

On the 4th Wednesday of each month, all ECDC classrooms will close at 1:00pm for ECDC Staff Collaborative Learning.

<u>ECDC Early Release Dates</u>	
August 23, 2023	January 31, 2024
September 27, 2023	February 28, 2024
October 25, 2023	March 27, 2024
November 29, 2023	April 24, 2024
<i>*Subject to Change</i>	May 22, 2024

Admission & Enrollment

All families must complete the registration application online. The registration information can be found on our website

<https://preschool.dmusd.org/>

Priority registration will be given to Del Mar Union employees and returning families. As a reminder, state and district policy states children entering kindergarten must be five years of age by September 1st. All information needs to be filled in completely during the application process. There is a non-refundable \$150.00 registration fee for all children. Family accounts must be in good standing to complete the application process. Please print, complete, and return all licensing "supplemental" forms to the ECDC office before your child can start. No child will be able to start school without a complete enrollment file. Original signatures are required. *Note: All children must be vaccinated prior to enrollment as per CA SB 277.*

Confidentiality

All information collected from children and parents will not be disclosed for any reason except for purposes legally permissible or directly related to the administrative function of the ECDC program. If this information is requested for other purposes, the ECDC Director will request written consent from the parent(s). On occasion student pictures will be taken and used for internal and external marketing (no names will be listed). If you do not wish to have your student's picture used for this purpose, please send an opt-out e-mail to: ecdc@dmusd.org

Dress Code and Personal Items

Please dress your child appropriately for active indoor and outdoor play. Students will get messy! For your child's safety and enjoyment on the playground, closed-toe footwear with rubberized soles is required. Please prepare a backpack with additional clothing, including socks & underwear. We encourage you to label all your child's items. ECDC is not responsible for damaged, lost, or stolen property. Please avoid sending playthings with your child.

Toileting

Children enrolling in ECDC classrooms must be confidently potty trained and in underwear. Children should be able to use the facilities on a regular and consistent basis, without needing assistance from adults. ECDC staff recognize that little ones may still need reminders and toileting accidents may occur. We 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 discuss readiness to attend the ECDC program.

Meals and Snacks

Families are responsible for providing meals for their children. Students should come to school with breakfast, lunch, and snacks. We encourage all children to bring a reusable water bottle. Food will not be heated for safety reasons and should be ready to eat. **Please share any food allergies during the application process. All DMUSD campuses are peanut-free.**

Rest Period

All full day classrooms are required by Community Care Licensing to have a rest period. During rest time, children will have the opportunity to sleep. Children will be offered quiet time activities if they are unable to sleep.

Family Involvement

The ECDC program truly believes the key to its success is the collaboration between staff and parents. Families are encouraged to participate and volunteer with their children. 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

Fees

Tuition fees must be paid in advance monthly and are due on the first of the month. All payments must be made using the online system. No cash or checks are accepted.

Family Discount

A 10% sibling discount will be applied to the lesser tuition for families with two or more children enrolled in the program.

Late Tuition Payments

Tuition is due on the first of the month. Accounts are considered delinquent after the fifth of the month. A \$25.00 late fee will be assessed to the account. Online payments that are declined, may see an additional fee from their credit/debit card company.

Late Pick Up

A \$2.00 per minute late fee will be automatically assessed after scheduled pick up time (i.e. 14 minutes late = \$28.00). The time determined is according to the digital clock-out. More than three late pick-ups per semester may result in dismissal of your child from the program.

Failure to pick up your child(ren) and or contact the office, and if no one can be reached within sixty minutes after closing time, District personnel may release your child(ren) to the custody of Child Protective Services or other legal authorities.

Refunds or Credits

There are no refunds or credits for program.

Withdrawal Request

All requests must be made to the ECDC office by email communication to ecdc@dmusd.org. Request must be received by the 10th of the month to be effective for the following month. There is a \$15.00 processing fee. No request can be made after April 1st.

Absences

If your child will be absent or late to school, please notify the ECDC office through email at ecdc@dmusd.org.

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, please notify us so we can alert other parents to watch for symptoms with their child. 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
- Any COVID symptoms
- 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 the 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 without medication.*

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.

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. As our preschool is on an elementary school's campus, whenever there are incidents, communication is coordinated at the direction of the superintendent to ensure all information is consistent and reaches the appropriate parties.

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 and will be required to show photo identification** to pick up a child. The attendance sheets must be signed with full signature.

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.

Safety of students and staff are our top priority. ECDC staff will intervene when a child's behavior threatens his/her safety or the safety of others. Behavior requiring significant redirection will result in a phone call to parents/guardians to pick up early. ECDC staff will make every effort to communicate and work with parents/guardians as concerns arise. However, the ECDC program reserves the right to disenroll students at any time at the discretion of the ECDC Director. If a child is disenrolled from ECDC, no refunds will be given.

These behaviors will result in immediate pick up and/or disenrollment.

- Behavior that disrupts the smooth flow of the program requiring an extraordinary amount of attention (one on one care is not available)
- Situations in which the student is unable to follow the rules and expectations of the program
- Leaving the group or refusing to remain with the group
- Student or parent/guardian behaviors that endangers or inflicts physical or emotional harm on others
- Student or parent/guardian physical or verbal abuse of staff
- Student or parent/guardian disrespect of ECDC policies

Community Care Licensing

DMUSD's Early Childhood Development Center operates licensed facilities through the Department of Social Services and adheres to licensing regulations. The Department of Social Services may conduct visits, interviews, and inspection of the school facility during normal operating hours, with or without advanced notice.

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.

Tax ID

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