

## **INSTRUCTION**

### **Child Development Centers**

#### **Authorization**

Child Development Center (CDC) programs may be maintained in any district facility authorized for use by students. The programs continue throughout the year and provide basic care, supervision, age appropriate development activities, nutrition, health screening, parent education and staff development.

#### **Funding**

The superintendent may use fees collected from parents, federal grants, state grants and donations for the operation of CDC programs. All funds received for CDC programs shall be paid from the fund.

#### **Supervision**

The school principal at any school where a Child Development Center is established shall be the supervisor of the CDC program and shall administer the program as an integral part of the total school program, including staff supervision and evaluation, program supervising and evaluation, maintenance of records, and financial accountability. The Administrator of Educational Services shall provide districtwide coordination and shall maintain records and communication to conform to state and federal requirements. The Administrator shall review and approve or disapprove all requisitions for expenditure from the Child Development Center fund.

#### **Admissions**

Preschool-age children shall not be admitted prior to the child's third birthday. School-age children shall not be admitted. Preschool-age children shall have a complete medical examination and shall be immunized against diphtheria whooping cough, poliomyelitis, tetanus, and measles. Except as exempted under Education Code Section 16624, a record of the medical examination and immunizations must be provided to the CDC within twenty-one (21) days following the first day of attendance.

Children with exceptional needs shall receive priority for enrollment within program established priorities. When needed, staff development will be provided to improve services to children with exceptional needs.

Services may not be denied to an otherwise eligible child on the basis of the child's disability unless at least five percent of the enrollment are children with exceptional needs.

The parent(s) of children requesting admission to any CDC program shall be interviewed by a teacher before the child is admitted. Rules and regulations for CDC operation shall be explained and pupil records and reports shall be completed and reviewed. A plan for the emergency care of the child in case of illness or injury must be established. Parent(s) shall agree to attend additional

teacher-parent

conferences that may be required to ensure a satisfactory and continuous relationship between the parent and the CDC.

**Fees**

If a fee is required, parent(s) shall agree to pay the fee in advance for all services to be provided. The fee to be collected shall be determined from fee schedules provided by the California Department of Education.

**Late Fees**

A fee will be charged for services outside the contractual hours of operation of the program. The amount of this fee, which includes a late pick-up of a child, will be determined by the cost of the staff providing that service. All families are to be notified of this policy at least annually and at the time of enrollment.

Legal Reference: Ed. Code Sec. 8200-8498 Child Care and Development Act  
5 CCR Sec. 18005-18308 Child Care Programs  
22 CCR Sec. 101251-101539 Day Care Centers

Policy

Adopted: June 23, 1976

Revised Policy

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