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# FAMILY HANDBOOK



**GOLDEN CITY**  
CHILD DEVELOPMENT CENTER  
**2024**

RESTAURANT

BAKERY SHOP

*Flower Shop*

[WWW.GOLDENCITYCDC.COM](http://WWW.GOLDENCITYCDC.COM)



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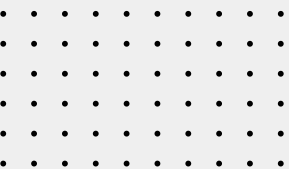
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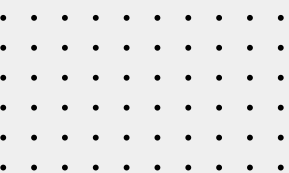
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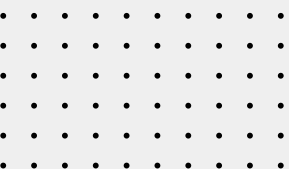
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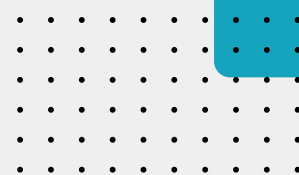
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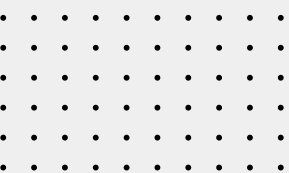
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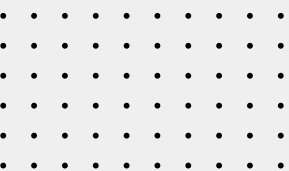
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01

# INTRODUCTION



# WELCOME

Welcome to Golden City Child Development Center, Inc. We are delighted to have you and your child as a part of our school community and are committed to being a partner in your child's growth and development.

We recognize that the early years have a significant impact on a child's development. Therefore, we aim to provide a nurturing and supportive environment where children receive the necessary attention and stimulation at every stage of their growth.

Our approach is based on a family-centered philosophy that emphasizes collaboration between parents and staff. We encourage parents to participate actively in their child's learning process, recognizing that consistent involvement lays the foundation for lifelong learning.

As a licensed facility by the State of California Health and Human Services Agency, we strive to meet and exceed the regulatory standards outlined in the California Administrative Code Title 22.

We hope that you and your family will find great joy in being a part of the Center and that you will develop lasting friendships here. We have prepared this handbook to provide you with comprehensive information about our program, goals, policies, and practical details. We recommend that you read it carefully and keep it as a reference for future questions.

# WELCOME

This manual has been thoughtfully crafted to help you understand our services, policies, and procedures. Please take the time to read it and sign a policy agreement stating your commitment to abide by our policies. Should you have any questions, concerns, or suggestions, please do not hesitate to share them with our Program Director.

Our program welcomes children of all races, religions, creeds, and colors. At Golden City Child Development Center, Inc., we do not discriminate based on race, religion, or natural origin, and we are proud to offer a diverse and inclusive learning environment for all.



## OUR APPROACH ↓

Golden City Child Development Center Inc. is a child care center that provides a nutritional, educational, recreational, and social skill training program for infants, toddlers, preschool, and school-age children.

We believe a person can feel, touch, hear, and taste what he or she has experienced. Using a developmentally appropriate curriculum, the children in our care and protection will learn by exploring their environment.

Golden City Child Development Center Inc. is an equal-opportunity, culturally diverse child care center geared toward advancing the child's developmental experience.

We aim to assist parents by implementing the latest techniques and strategies to help develop positive, independent, and productive youth who will contribute to the family and society.

We admit children regardless of race, creed, color, sex, national origin, or religion.

**"When your child leaves our Golden City, he/she leaves with GOLDEN CITY C.D.C., INC. prepared to soar."**





# PHILOSOPHY



Golden City CDC is a child development center that provides comprehensive programs for infants, toddlers, preschoolers, and school-aged children. We aim to help children develop the skills they need to become positive, independent, and productive members of their families and communities.

Our curriculum is designed to meet each child's individual needs, considering their unique developmental stage, learning style, and interests. We offer many activities that promote physical health, social/emotional growth, intellectual curiosity, and creativity.

We also believe in the importance of character development, teaching children to value qualities like kindness, honesty, and respect. Our center is culturally diverse and inclusive, admitting children of all races, creeds, colors, sexes, national origins, and religions. When children leave our center, they go with the skills and confidence they need to succeed in school and life.



## OUR OBJECTIVE



Our curriculum is bias-free and developmentally based, focusing on the individual child's physical, social/emotional, and intellectual needs.

Golden City C.D.C., Inc. recognizes the importance of building a child's character.

We aim for each child to develop an awareness of certain qualities in themselves and others so that they can objectively evaluate their progress in applying these principles in daily life.

We particularly encourage the following essential qualities:

- Respect
- Self-control
- Honesty
- Initiative
- Self-discipline
- Positive attitude
- Morals
- Organization
- Success
- Sharing
- Good Judgement
- Responsibility
- Self Esteem
- Logical Thinking
- Neatness
- Trust
- Empathy



# MISSION



The Center's philosophy, curriculum, and objectives are based on the following tenets:

- Children benefit from early stimulation and learning.
- Children are individuals, creative, and capable of problem-solving.
- Play is a child's way of working and learning.
- Children learn from parents, peers, and teachers and through their self-discovery.

The Center's Objectives for the children are:

- To foster a strong, positive self-concept and identity.
- To be autonomous or capable of doing for oneself.
- To be verbal, a thinker and a problem solver.
- To develop the "whole child" intellectually, socially, emotionally, physically, and creatively.
- To gain pre-readiness skills necessary to initiate a formal education.

# PLEDGE

Commitment to the success of our students is a partnership between the school staff, parents, and students. By working together, we can ensure a positive and effective learning experience. To support this partnership, we ask that all members of our community commit to the following pledge:

## School Staff Pledge:

- Review and discuss the policies and procedures with students, ensuring they understand the expectations and guidelines.
- Act as positive role models for self-respect and respect for others.
- Provide a challenging academic program that inspires and motivates students to learn.
- Communicate regularly with families regarding academic and behavioral progress.
- Assign homework that reflects grade-level standards and supports classroom learning.
- Participate in school committees, councils, and parent organizations to improve the school experience.

## Parent/Guardian Pledge:

- Discuss the policies and discipline procedures with their children to ensure understanding and compliance.
- Serve as positive role models for self-respect and respect for others.
- Ensure their children are dressed in appropriate uniforms (except on Spirit Day), prepared to learn, and arrive on time.
- Listen to their children read for at least 15 minutes each night.

# PLEDGE

- Assist their children with homework assignments daily to ensure accuracy and completeness.
- Discuss school activities with their children daily and read all weekly school communications.
- Attend all parent-teacher conferences to discuss their child's academic and behavioral progress.
- Support the school by volunteering when possible.

## Student Pledge:

- Review and discuss the policies and discipline procedures with parents and teachers to understand the expectations and guidelines.
- Respect themselves and others by behaving in a kind and responsible manner.
- Wear their uniform daily (except on Spirit Day) as required.
- Complete classroom and homework assignments on time and to the best of their ability.
- Participate in classroom and school activities to contribute to the school community.
- Discuss school activities with their parents to keep them informed.



# CURRICULUM

## TO HELP EACH CHILD'S EXPERIENCE, INTELLECTUAL GROWTH, AND EDUCATIONAL STIMULATION BY

- Developing a positive attitude toward learning.
- Making discoveries and developing problem-solving abilities.
- Sharpening sensory awareness, "learning about his/her environment by exploring, observing, listening, touching, tasting, smelling and balancing.
- He expresses himself verbally, communicates with others, increases his vocabulary, gains skills in enunciation and pronunciation, and develops auditory discrimination.
- Listening to and appreciating stories, poetry, music, and rhythms.
- Developing concepts and understanding of the world around him.
- Participating in dramatic play, dramatizing stories, telling experiences in sequence, reporting on trips, and helping to plan group experiences.
- Acquiring an understanding of concepts in mathematics, science, language, arts, and other curriculum areas.
- Experimenting with tools, materials, and equipment designed to lay basic foundations for future learning.

## TO HELP EACH CHILD BECOME EMOTIONALLY SOUND BY

- Building a positive self-concept and values himself as a unique individual.
- Developing confidence in himself and his abilities; becoming independent and self-reliant.
- Developing confidence in others: children, parents, teachers, and other adults in his immediate environment.
- Persisting in his efforts, he experiences success.
- Expresses his emotions of affection, pleasure, boredom, sympathy, compassion, humor, laughter, fear, anxiety, anger, frustration, hostility, and jealousy, and he is learning how to channel them constructively.

# CURRICULUM

## TO HELP EACH CHILD BECOME SOCIALLY WELL ADJUSTED BY

- Building positive relationships with his/her family, with his/her peers, with adults, and outside his/her home.
- Experiencing recognition of his/her own rights as a human being in a democratic society.
- Learning to respect the rights of others.
- Learning to cooperate with others and to respect those in authority.
- Learning to participate as a leader and a follower.
- Learning through experience to share possessions and to take turns.
- Assuming responsibility for his/her own acts.
- Learning to give and accept helpful criticism.
- Learning to respond to directions and to accept the limits involved in living in a democratic society.
- Accepting the responsibility of caring for his own possessions and for the property of others.

## TO HELP EACH CHILD ACQUIRE PHYSICAL WELL-BEING BY

- Develop muscular control and coordination.
- Establishing desirable health habits such as toilet routines, hand washing, relaxation during rest periods, suitable clothing for weather conditions, and positive attitudes toward nourishing foods.
- Developing wholesome attitudes toward the body and bodily functions.
- Practice good posture for walking, running, sitting, standing, and lying down.
- Accepting casually and without embarrassment the physical differences between boys and girls.
- Practicing safety procedures in the use of tools and equipment.



# DIVERSITY & INCLUSION



At Golden City CDC, Inc., we are committed to creating a school community that values and respects diversity in all its forms. Our goal is to foster a culture where everyone is recognized and celebrated for his or her unique identity, background, and perspective.

We believe in developing the whole child, including promoting a sense of belonging and comfort in sharing one's authentic self. We prioritize creating a safe and welcoming environment that encourages open and honest communication to achieve this.

Our community is stronger when it reflects the world's diversity around us. As such, we are committed to ensuring that a wide range of diverse voices are represented and heard throughout our school community.

Together, we work hard to celebrate our differences and embrace our community in a way that allows everyone to thrive. By fostering a culture of inclusivity and respect, we aim to create a positive impact and make a difference in the lives of our employees, teachers, and the children in our care.

# DIVERSITY & INCLUSION

## IN THE CLASSROOM

Teachers create bonds that nurture confidence and a lifelong love of learning here. Our educators and caregivers model kindness and empathy as part of our mission to cultivate a welcoming community. Every child deserves to feel safe, represented, and accepted in an inclusive environment that includes:

- Diverse classrooms are vital to learning.
- Engaging, educational experiences.
- Spaces that reflect our diverse communities.
- To accomplish that commitment and acknowledge our vital role in shaping the next generation, we are proud to embrace Reflecting Our Communities™, a program about the diversity of the world around us. Through this initiative, we will creatively share different perspectives and talk about the importance of respecting the unique qualities of each person and family.

Reflecting Our Communities includes two primary intentions:

- Encouraging children to share their family culture and traditions.
- Sharing the beauty and diversity of the world around us.
- In our classrooms, we'll accomplish this educational exploration in a few ways:
  - Engaging, collaborative activities
  - Visual posters and photo cards
  - Intentional use of music selections

# DIVERSITY & INCLUSION

## IN THE WORKPLACE

Our strength comes from the diversity of our team members and their unique perspectives. Our parent company, Learning Care Group, takes great pride in cultivating and supporting a work culture where inclusion, diversity, and equity are valued as fundamental to our success. It's a philosophy infused at every level, from corporate offices to classrooms. The result is a safe, inclusive environment where all team members thrive. Education and diverse training opportunities allow that commitment to reach our children, their families, educators, and support staff.

Together, we will have a significant impact.

# OUR STAFF

Our staff are dedicated professionals passionate about helping children reach their full potential. Our teachers are experienced in early childhood development and education and possess college-level training in early childhood development. They attend monthly seminars and in-service training in child development. Our teachers understand how children learn and grow, and their interaction focuses on assisting infants, toddlers, preschoolers, and school-age children to organize the information that they gather, practice reasoning/problem-solving, expand communication skills, reinforce positive behavior, set limits, be independent, and comfort when needed.

Our program believes in providing individualized attention to each student to build confidence, develop important life skills, and foster a sense of community. Our staff members welcome the opportunity to get to know our students and their families, forming lasting relationships that allow us to understand each child's needs better and help them succeed. We understand the importance of providing an enriching environment for our students and strive to create a program where kids can learn, play, and explore their creativity.

Our knowledgeable and passionate staff members are committed to ensuring that all our students get the personalized instruction they need to reach their goals. With their expertise and enthusiasm, our program provides the resources and support necessary to help every student reach his or her full potential.



02

# LICENSING & ACCREDITATION



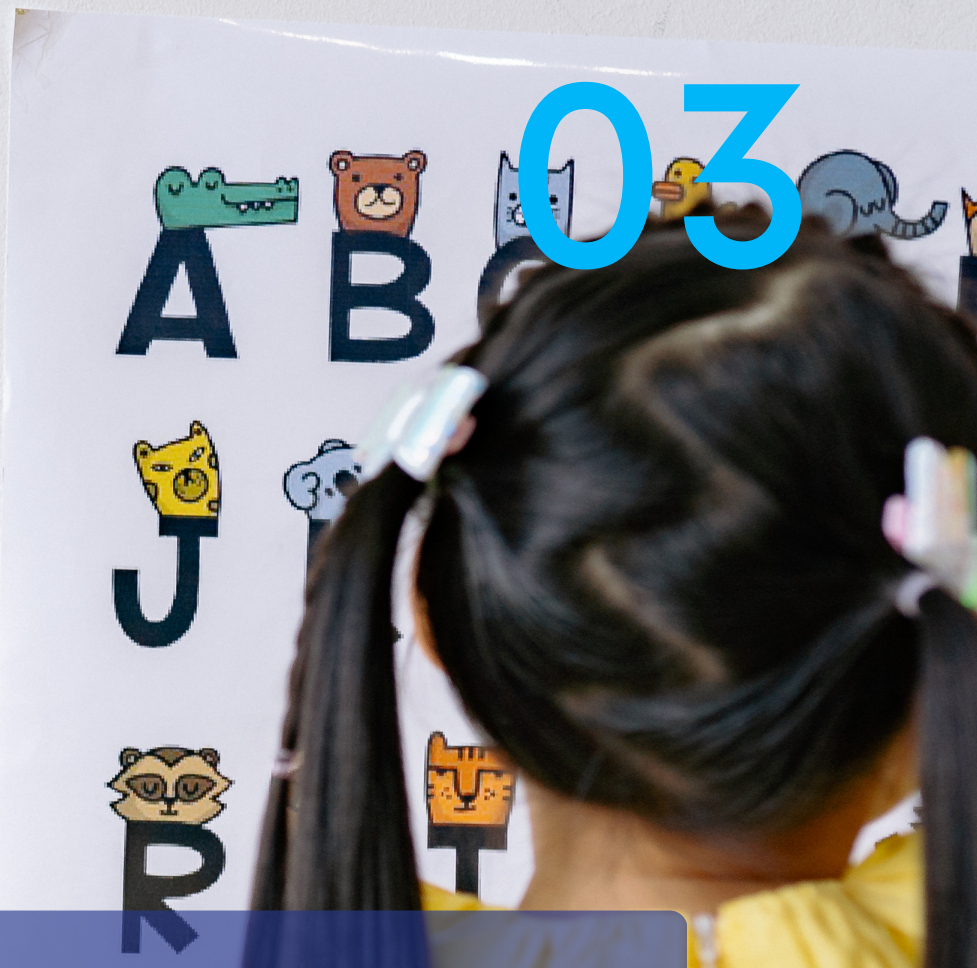
## INSPECTION AUTHORITY

The licensing agency shall have the inspection authority specified in Health and Safety Code Sections 1596.852 and 1596.853. The licensing agency shall have the right to inspect the facility and interview staff and children at any time.

Our centers are state-licensed and regularly inspected to ensure everything meets or exceeds standards, including child-to-teacher ratios and safe facilities. They are also subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections include staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios.

We're here for you!

If you have a question about your center, the policies in this handbook, or anything else, please talk to your center management team. Golden City Family Support is also available Monday through Friday, 6 am-5 pm PST, at 1-424-732-7323 or [support@goldencitycdc.com](mailto:support@goldencitycdc.com).



03



# ENROLLMENT



# ENROLLMENT

## ADMISSION PROCEDURES

The Director makes authorization for admission to the Center once each child is determined to be:

- Infant/Preschool: Six weeks old to 5 years old
- After School Care: K-6th Grade
- Infant/Toddler Forms
- Ready for the age-appropriate experience offered
- Socially, emotionally, and physically mature
- Able to benefit from the program offered
- Immunization record
- All forms must be completed before admission

You'll need to have an observational interview with the child and teacher before acceptance. A personal interview (parent and child) with the Director and all forms completed are required before the child's admission. All children enter school on a trial basis (one month) to ensure proper adjustment. In that period, either party may terminate without notice; otherwise, a two-week notice is required.

## HOURS

Our school is open Monday – Friday except for school holidays. To accommodate parents with untraditional hours, we are open to the following:

- Infant - The infant center is open daily from 6:00 a.m. to 11:00 p.m..
- Preschool - The preschool is open from 6:00 a.m. to 11:00 p.m. daily.
- School Age - The School Age program is open daily from 6:00 a.m. to 6:30 p.m..
- A full day is considered to be a 10-hour day.
- A child must arrive at school no later than 9:00 a.m. daily to participate fully in our program.
- No child will be admitted to the center until 6:00 a.m.



# ENROLLMENT

## HOLIDAYS

### Year-Round Schooling

Golden City C.D.C., Inc. operates year-round and does not close for an extended period during summer or holiday sessions. We understand this can cause undue hardship on families, which is why we only close on major holidays.

We are closed for:

- New Year's Day
- New Year's (New Year's Eve/Day After New Year's)
- Martin Luther King
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Thanksgiving (Before Thanksgiving/Day After)
- Christmas
- Christmas (Christmas Eve/Day After)



04

The background of the page is a vibrant yellow. On the left side, there is a stack of several gold coins. On top of the stack is a black graduation cap with a black tassel. The text 'TUITION & FEES' is centered over a semi-transparent blue rectangular area that covers the middle of the image. In the top right corner, the number '04' is written in a large, bold, blue font. In the bottom right corner, the number '30' is written in a bold, black font. There are also decorative white dotted patterns in the top left and middle right areas.

TUITION & FEES



# TUITION & FEES

Tuition at Golden City C.D.C., Inc. is affected by the ages of children, types of programs, hours of attendance, and the location of your child's enrolled school. For you to obtain the most accurate information about tuition and for us to gain a complete understanding of your family's needs,

We offer both full- and part-time enrollment options to meet your needs.

At Golden, your tuition goes a long way:

- Educational programming
- Nutritious meals and snacks
- And for infants, tuition may include diapers and wipes

## FEE SCHEDULE

Tuition/Childcare service fees are determined individually depending on the parent's ability to pay or through childcare subsidy benefits. A current fee schedule is available upon your request. Fees are based on a 10-hour day.

Parents paying full tuition for two or more children in the same family will receive a 10% discount.

GOLDEN CITY C.D.C., INC. bills every parent monthly. However, parents can pay weekly (Friday), biweekly, or monthly. Fees are paid in advance.

- Weekly/Biweekly: Payments are due the Friday before the next week's service is rendered. After Friday, a late fee of \$5.00 per day will be charged.
- Monthly: Payments are due on the 1st of every month. After the 1st, a late fee of \$5.00 per day will be charged.

No refunds, reductions, or make-up days will be given for absences or holidays. The total fee will be charged.

No credit is allowed for the partial day/week the child is out ill.

## LATE PAYMENT FEE

There is a \$5.00 per day fee for all payments not received by Friday. (For example, Saturday \$5.00, Sunday \$5.00, Monday \$5.00 = \$15.00.) Tuition not paid by Monday evening will be denied entrance on Tuesday.

# TUITION & FEES

## BOOK FEE

Books are an essential factor in education for your child to benefit from our program. We cannot provide books for our students or make copies of our books due to copyright protection. We have set up a few programs to assist our parents with this critical expense:

### Fees Due

Fees are due on August 1st for the upcoming school year.

### Payment Option

Payment schedules are available upon request (3 payments over 90 days). Please request a fee schedule from the Director.

### Fundraising

You can participate in a fundraising program and receive 50% credit towards your books.

## TAX SAVINGS OPPORTUNITIES AND INCENTIVES

Congress has legislated certain tax credits and savings incentives focused on relieving the cost of child care for eligible taxpayers that may provide additional savings for you.

- The Child and Dependent Care Tax Credit is a federal tax credit available for eligible taxpayers to help reduce their year-end tax liability.
- The Child Tax Credit program may reduce the Federal tax you owe for each qualifying child under 17.
- Your employer may provide a Dependent Care Flexible Spending Account (FSA) to allow you to set aside pre-tax dollars for child care costs.
- Various states provide additional incentives for qualified taxpayers.

These tax credits and FSA changes will impact every family differently. Consult with a tax professional or preparer. Visit [irs.gov](https://www.irs.gov) to learn more.

# TUITION & FEES

## SUBSIDY OPPORTUNITIES

Financial assistance may help lower-income families pay for childcare, allowing parents to focus on work or school while knowing their child is in a healthy, caring environment.

- Eligibility requirements vary depending on your state or region.
- School directors can provide more information on financial assistance and help with the process.

## CORPORATE DISCOUNTS

Our school is pleased to offer corporate discounts to companies that partner with us to provide educational opportunities to their employees' children. These discounts are designed to help alleviate the financial burden of tuition costs and make our high-quality education more accessible to families. We believe that investing in education is an investment in the future, and we are committed to working with corporations to provide the best education possible for their employees' children. Please reach out to us to learn more about our corporate discount program and how we can work together to support the education of future generations.

## TUITION PAYMENT

Tuition is due monthly (at the beginning of every month). Please contact the director to set up automatic payments or request payment information.

Our Automatic Payments:

- Online Payment Option
- Other Payment accepted: Checks or Money Order

# TUITION & FEES

## LATE PICK-UP FEE

Because of our varied schedules, children must be picked up promptly by the contracted hours.

If a prior arrangement has yet to be made with the Director, children picked up after contract time will be charged \$1.00 per minute per child after a 5-minute grace period. Example: contract pick up 6:00 p.m. 6:00-6:15 p.m. \$10.00.

If an arrangement has been made, the parent will be responsible for paying an additional \$5.00 for the time he/she was late picking up their child.

Any child picked up late excessively will be terminated. (excessiveness determined by Director)





05

# CONFIDENTIALITY AND CHILD ABUSE REPORTING



# CONFIDENTIALITY AND CHILD ABUSE REPORTING

## CONFIDENTIALTY

At Golden City Child Development Center, we take our families' and employees' privacy and confidentiality very seriously. All confidential and sensitive information will only be shared with individuals who have a "need to know" to provide appropriate and safe care for your child, including our employees, your child's physician(s), therapist(s), and/or student interns.

We recognize and respect everyone's right to privacy. So, we won't share confidential information about faculty, parents, or children unless the parent has given express written consent. Confidential information includes but is not limited to, names, addresses, phone numbers, disability information, and health-related information.

Observing children with disabilities or challenging behaviors may spark curiosity or concern, but we ask that you respect every child's right to privacy. Our confidentiality policy prohibits employees from discussing anything about another child with parents or others. Similarly, parents are prohibited from discussing any child or employee through private email, social media, or group forums. Any such behavior will not be tolerated and may result in the family's dismissal from the school.

If you have any concerns about another child or employee, don't hesitate to contact our Directors directly to discuss them.

# CONFIDENTIALITY AND CHILD ABUSE REPORTING

## **VIOLATIONS OF THE CONFIDENTIALITY POLICY**

All parents of The Golden City Child Development Center must understand and respect the confidentiality policy. This policy applies to all children, families, and employees associated with the center, and any breach of confidentiality may result in dismissal from the school.

Parents should refrain from sharing any information that is considered confidential or unnecessary for them to know and should not pressure employees or other parents for information. Violations of the confidentiality policy may result in the parent being prohibited from accessing school property and may also result in the termination of childcare services.

For further information regarding the dis-enrollment of a child when a parent is prohibited from accessing school property, parents should refer to the Parents' Right to Immediate Access policy. The GC CDC Inc. takes confidentiality very seriously and expects all parents to do the same.

## **MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT**

It is important to note that mandated reporters are not required to have proof of abuse or neglect to make a report. They must report suspicions based on their observations and interactions with the child. Reporting suspected abuse or neglect is a legal requirement, and failure to do so can result in criminal charges for the mandated reporter.

# CONFIDENTIALITY AND CHILD ABUSE REPORTING

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals, including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school overmedicated to hide symptoms would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation.



A young child with dark hair is crying and clinging to the arm of an adult. The child is wearing a pink polka-dot shirt. The background is a bright green field. The number '06' is displayed in large blue font in the upper right corner.

06

**ADJUSTING TO A  
NEW EXPERIENCE**



# ADJUSTING TO A NEW EXPERIENCE

For most children, adjusting to any new experience is slow and gradual. In Child Care, everything is unfamiliar and new. The hardest part is being away from you. In the beginning, he/she may not be sure you will come back for him/her, and he/she may not fully understand why you are leaving him/her in this strange place. If he is difficult to handle, try some of the following ways to make him/her feel at ease and reassure him/her that you love him/her and have confidence in him/her.

## WAYS TO MAKE ADJUSTMENTS EASIER

- Be sure he has had a nourishing breakfast and a good night's sleep (at least 11 - 12 hours a night)
- Try to spend some time with him alone every day; every child needs a parent's exclusive time.
- It is okay if he worries or cries.
- Be truthful with him. Tell him you will be back for him (after school, in time for lunch, etc.) and be there as promised.
- Have confidence that he/she will adjust at his speed, and he/she may rather "wait and see" before joining in new and different activities. It may take one week to 1 month before children can say goodbye with a smile.
- Remember, even after he/she has adjusted, it may not be easy when your child has returned from a weekend with you or a long holiday.
- Do not keep him/her home because he/she doesn't want to attend school. Not only is this setting a precedent that your child may wish to pursue, but it is also allowing him to make a decision that should be up to an adult.
- **MAKE YOUR FAREWELL BRIEF!** The longer you linger and let him/her feel you are worried, the more you impact your lack of confidence in him/her to handle the situation. Children live up (or down) to our expectations. You can call back to check how he/she is doing.
- Bribes to encourage school attendance should not be offered.
- You, too, may need to adjust. It will be easier if you don't have a preconceived idea of how your child will react.





07

# OUR PROGRAMS



# OUR PROGRAMS

## INFANTS

### Infant: 6 weeks - 24 months

The philosophy of Golden City C.D.C., Inc. Infant Program believes that babies need consistent love, attention, praise, concern, and care by caregivers who are well-prepared and knowledgeable in sound principles of child development, with a commitment to the child's physical, emotional, social, and intellectual growth. Learning is a developmental process that occurs naturally and progressively within a stimulating and nurturing environment through exploration, manipulation, and a better understanding of the world through their efforts.

#### Ratio

Our ratio for our infants is one teacher to 4 infants.

#### Age

We accept infants from 6 weeks to 24 months old.

#### Hours

Our infant room opens from 6:00 a.m. to 6:00 p.m. Monday - Friday.

**Social-Emotional Development:** Child's experience, expression, and management of emotions and the ability to establish positive and rewarding relationships with others.

- 0 - 1 Month: cries to express emotions; bonding begins
- 4 - 10 Weeks: social smiles
- 2 Months: begins social games
- 3 Months: distinguishes familiar faces\*, turns head toward the human voice, smiles in response to a smile, kicks, smiles, waves in response, cries when left alone, and recognizes a parent
- 4 Months: genuine laugh, smiles when spoken to, loves attention
- 5 Months to 1 year: stranger anxiety\*
- 6 Months: distinguishes between voices, smiles, babbles at strangers, develops attachment, begins to play imitation games, plays peek-a-boo, sensitive to parental moods
- 8 Months: laughs out loud
- 9 Months: Screams to get their way, play is only for the present moment, fears unfamiliar things: people, places, things\*, beginning sense of separate self.\*

# OUR PROGRAMS

**Language Development:** Preschool children need support to learn a wide range of specific competencies, including listening and speaking, reading, and writing.

- 0 – 1 month: turns head in response to voices, cries to express needs
- 6 – 8 weeks: Coos gestures to communicate, pushes objects away, squirms, reaches out to people,\* pouts, smacks lips, shrieks, points
- Two months: voluntary vocal sounds
- Three months: babbles
- 6 – 12 months: imitation sound games, responds to a variety of sounds\*, makes vowel sounds, Acquires receptive language\*, cries to communicate
- 12 months: first words

**Physical-Motor Development:** Balance, locomotor skills, manipulative skills, body awareness, spatial awareness, directional awareness, and active participation

- By one year: grows 10 to 12 inches, triples birth weight. lengthens by 40%, doubles brain size, grows a full head of hair,
- Bounces in the crib, Uses whole-body motions
- Four months: sees, grasps objects
- Five months: examines fingers, sits when propped
- Six months: rolls over, discovers feet, teething begins
- Seven months: crawls
- Eight months: sits up unaided, pulls to a standing position, pincer grasp established
- Nine months: creeps
- Ten months: feed yourself with a spoon
- Eleven months: stand-alone cruises
- Twelve months: first steps
- Late infancy: can move hands in rotation to turn knobs; newborn motor activity is mostly reflexes.

**Cognitive Development:** Child's ability to process information, conceptual resources, perceptual skills, language learning, and other aspects of brain development.

- Zero - One month: responds to mother's voice: senses function, especially pain, touch\*
- Ten weeks: memory is evident\*
- Four months: smiles of recognition
- Seven - ten months: solves simple problems (knocks over box to get toy)
- Eight months: begins to believe in the permanence of objects; follows a simple instruction
- Eight - Twelve months: intentionally in acts
- Eleven months: begins trial-error experimentation.
- Twelve months: plays drop/retrieve games, pat-a-cake, explores with hands and fingers, smiles, vocalizes at an image in mirror\*

# OUR PROGRAMS

## TODDLER

### Toddler: 24 months - 36 months

Our Toddler Program is a play-based program that focuses on the child's language, social, and self-help skills and provides each child with the foundation for a positive self-image. To reach these goals, the program uses developmentally appropriate practices incorporating structured and unstructured activities and positive discipline techniques.

#### Ratio

Our ratio for our Toddlers is one teacher to 6 Toddlers.

#### Age

We accept all Toddlers from the 1 & 1/2 to 2 & 1/2 years old.

#### Hours

Our Toddler room operation hours are 6:00 a.m. to 10:00 p.m. Monday - Friday.

**Social-Emotional Development:** Child's experience, expression, and management of emotions and the ability to establish positive and rewarding relationships with others.

- Almost egocentric
- Likes to be noticed; loves an audience
- Lacks inhibitions
- Insists an own way, assertive
- Likes doing things by self
- Independent, has self-identity\*
- Adapts easily
- Plays by self in playpen
- Refers to self by name
- Laughs loudly at peek-at-boo
- Cries when left alone
- Curious\*
- Relates to adults better than children
- Active, eager
- Talks mostly to self
- Usually friendly
- Strong sense of ownership
- Mimics adult behavior\*
- Experiences and shows shame\*

# OUR PROGRAMS

**Language Development:** Preschool children need support to learn a wide range of specific competencies, including listening and speaking, reading, and writing.

- Same two-word phrases
- Enjoys vocalizing to self
- Babbles in own jargon
- Uses “eh-eh” or “uh-uh” with gestures
- Names closest relatives\*
- Repeats adults’ words\*
- Points to communicate needs and wants
- Shakes head “no” to respond\*
- Responds to directions to fetch, paint
- Obeys verbal requests
- Asks, “What’s that?” or “What?”\*
- Understands simple phrases
- Uses 5 to 50 words

**Physical-Motor Development:** Balance, locomotor skills, manipulative skills, body awareness, spatial awareness, directional awareness, and active participation

- Awkward coordination; chubby body
- Tottering stance
- Creeps when in a hurry
- Walks with increasing confidence
- Walks with feet wide apart, arms but head forward
- Finds it difficult to turn corners
- Goes up and down stairs, holding on
- Backs into chair to sit down
- Can squat for long periods
- Motor-minded: constant motion
- Loves to pull/push objects
- Runs with a stiff, flat gait
- Carry and dump becomes a favorite activity
- Turns pages two or three at a time
- Likes holding objects in both hands

**Cognitive Development:** Child’s ability to process information, conceptual resources, perceptual skills, language learning, and other aspects of brain development.

- Points to objects in a book
- Matches similar objects
- Fits a round block in a round hole
- Loves opposites: up/down, yes/no\*
- Imitates simple tasks
- Interest shifts quickly
- Short attention span
- Follows one direction
- Gives up readily but easily engaged\*
- Conclusions are important: closes doors, shuts books
- Thinks with feet; action-oriented
- Build a tower of three or four small blocks

# OUR PROGRAMS

## PRESCHOOL

### Preschool: 2 yrs - 5 yrs

Our preschool recognizes and values each child's unique characteristics and abilities, and we strive to facilitate academic learning and social interactions through many developmentally appropriate activities and experiences. The center-based play offers many opportunities for each child to make choices. Teacher-directed activities introduce and reinforce academic concepts in a print-rich environment. Most importantly, self-esteem is fostered because our program is designed so that every child enjoys success.

### Curriculum

Our curriculum is based on the "ABeka Book" academic system. "ABeka Books" has been proven to be the finest textbooks and is dedicated to providing fundamental education through an innovative approach that will increase a child's learning ability. Parents are encouraged to attend a brief orientation to learn how "A -Beka Book" will benefit their children.

At GC, we realize that our Program, Staff, and Environment are important for the growth and development of our children's social, emotional, and cognitive skills.

**Social-Emotional Development:** Child's experience, expression, and management of emotions and the ability to establish positive and rewarding relationships with others.

- Mood changes rapidly
- Tries out feelings of power
- Dominates; is bossy, boastful, belligerent
- Assertive, argumentative
- Shows off; is cocky, noisy
- Can fight own battles
- Hits, grabs, insists on desires
- Explosive, destructive
- Easily overstimulated; excitable
- Impatient in large groups\*
- Cooperates in groups of two or three\*
- Develops "special" friends\* but shifts loyalties often
- In-group develops; excludes others\*
- Resistant; tests limits
- Exaggerates, tells tall tales



# OUR PROGRAMS

**Language Development:** Preschool children need support to learn a wide range of specific competencies, including listening and speaking, reading, and writing.

- Has more words than knowledge
- A great talker, questioner
- Likes words, plays with them
- Has a high interest in poetry
- Able to talk to solve conflicts\*
- Responds to verbal directions
- Enjoys taking turns singing along
- Interested in dramatizing songs, stories
- Exaggerates, practices words
- Uses voice control, pitch, rhythm
- Asks, "When?" "Why?" "how?" \*
- Joins sentences together
- Loves being read to

**Physical-Motor Development:** Balance, locomotor skills, manipulative skills, body awareness, spatial awareness, directional awareness, and active participation

- Longer, leaner body build
- Vigorous, dynamic, acrobatic
- Active until exhausted
- "Works": builds, drives, pilots
- Can jump own height and land upright
- Hops, skips
- Throws large ball, kicks accurately
- Hops and stands on one foot
- Jumps over objects
- Walks in a straight line
- Races up and down stairs
- Turns somersaults
- Walks backward toe-heel
- Accurate, rash body movements
- Copies a cross, square
- Can draw a stick figure
- Holds the paintbrush in an adult manner, pencil in the fistful grasp
- Can lace shoes

**Cognitive Development:** Child's ability to process information, conceptual resources, perceptual skills, language learning, and other aspects of brain development.

- Does some naming and representative art
- Gives art products personal value
- Can work for a goal\*
- Questions constantly\*
- Interested in how things work
- Interested in life-death concepts
- Has an extended attention span
- Can do two things at once

# OUR PROGRAMS

## PRESCHOOL: WHAT TO EXPECT

Based on our experience and the advice of experts, (all, some, none) of the children in our preschool will experience (none, some, all) the following behaviors. All are normal.

- On preschool days, your child may become overly tired and irritable, which can cause him or her to be overactive and noisy. This new experience is very stimulating. Give your child a snack or lunch and quiet time or a nap.
- Your normally outgoing child may be very quiet at school or vice versa. Accept this and let him enter at his own pace. Many young children prefer this. Many young children prefer to watch first before entering play or a group.
- Your child may do things at home for himself/herself that he/she will not do at school or vice versa, like dressing himself/herself.
- Your child may pick up behavior or language you dislike. This can happen anywhere, not just in school. Relax and do not make an issue of it.
- Your child will not necessarily 'play together' with other children. He will play alone or alongside others. He may go quickly from one activity to another, spending little time with either.
- Your child may come home spotted with paint or grass stains but glowing with wonder over his experiences. Do not scold, threaten or bribe.
- Your child may suddenly not want to come to school or will want you to stay. Look for the reasons. Talk with the teacher. Do not scold, threaten or bribe.

# OUR PROGRAMS

- Do not expect your child to be equally happy every day. We all have ups and downs. Part of preschool is learning about life and accepting its ups and downs.
- Don't always expect your child to learn facts, complete songs, or bring home a finished product suitable for framing. Your child is learning skills, developing coordination, and developing happy, well-adjusted attitudes toward others and life.

# OUR PROGRAMS

## BEFORE & AFTER SCHOOL CARE

### Before School Care

Golden City C.D.C., Inc. offers a modern before-school program designed to provide children a safe, stimulating, and caring environment. The program includes academic support, life skills training, arts and crafts, music, physical activities, and a nutritious breakfast.

The center supports children's unique strengths and needs and works closely with parents to ensure individualized attention. The program aims to help children start their day by providing the necessary tools for their educational, social, and emotional development.

Golden City C.D.C., Inc. recognizes the importance of parental involvement and offers resources and support to parents whenever necessary. The center is committed to providing children with the highest-quality care and education and helping them reach their full potential.

### After School Care

Golden City C.D.C., Inc. provides a comprehensive after-school program to offer children an enriching and supportive environment. The program includes homework help, academic guidance, life skills training, arts and crafts, music, and physical activities.

The center values building meaningful relationships between students and teachers and providing a safe and caring environment where children can learn and grow. A free nutrition program is also provided to ensure that children can access healthy meals, allowing them to focus on their education without worrying about hunger.

Golden City C.D.C., Inc. understands the importance of parental involvement and offers support and resources to parents whenever necessary. The center values each student's unique strengths and needs and strives to ensure that they are allowed to succeed.

The After School Program is the perfect place for children to continue their education and development after school. The center is committed to providing children with the highest-quality care and education and helping them reach their full potential.



# OUR PROGRAMS

## **Ratio**

We give strict attention to the Teacher (1) to children (14) ratio in the classroom.

## **Homework Reward Program**

Our goal is to prepare our children to be responsible, respect the rights of others, teach the consequences of behavior, respect adults, promote good work habits/better grades, and negotiate. With this in mind, the Golden City Rewards Program was born. (GCP) feel our children should be rewarded for their good grades and good behavior. Each child will receive Golden City Dollars for grades earned at school. However, we will also teach the consequences of not following rules and regulations by charging for those unwanted behaviors. Every Friday, each student with Golden City Dollars can participate in our auction.

## **Schedule**

- 3:00 - 3:30 Snack
- 3:30 - 3:45 Bathroom
- 3:45 - 4:00 Prepare for Homework
- 4:00 - 5:00 Homework Hour
- 5:00 - 5:45 Outside Play
- 5:45 - 6:00 Clean up/dismissal

## **Transportation**

The GC CDC Inc. does not provide transportation at any time.

08

PARENT CODE OF CONDUCT



# PARENT CODE OF CONDUCT

The GC CDC Inc. has a Parent Code of Conduct, which requires all parents and adults entering the center to behave in a manner that is respectful, courteous, and appropriate for the ideal environment in which children can learn, grow, and develop. The center's employees and parents are responsible for achieving this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on CDC property, and dis-enrollment of their child may occur if a parent is prohibited from accessing school property.

## **SWEARING/CURSING**

Under this code, parents are not allowed to use inappropriate language, including swearing and cursing, on school property, whether or not a child is present. Such language is considered offensive and not tolerated. Parents who feel frustrated or angry should express themselves verbally, using non-offensive language, and never direct inappropriate language toward staff members.

## **THREATENING OF STAFF, PARENTS OR CHILDREN**

Threats of any kind are also prohibited, and any made will be reported to the appropriate authorities and prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the CDC will not assume the risk of a second chance. Parents must always be responsible for and in control of their behavior while on CDC property.



# PARENT CODE OF CONDUCT

## PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN

The GC CDC Inc. does not support or permit corporal punishment of children on its premises. While verbal reprimands may be appropriate, parents are not allowed to abuse their children, which may cause emotional distress verbally. Parents are encouraged to discuss behavior issues with the teacher and seek guidance on appropriate disciplinary procedures. Parents are prohibited from correcting or disciplining a child who is not their own, and physical punishment of another parent's child is not allowed. If a parent is concerned about another child's behavior, they should inform the classroom teacher or Center Director, who will address the issue with the other parent. It is inappropriate for one parent to approach another to discuss their child's behavior. Teachers and the Center Director are not allowed to discuss anything about another child with parents due to confidentiality policies protecting children's privacy rights. Please don't worry- the agency won't discuss anything about your child with other parents or adults visiting the center.

## SMOKING

Smoking is prohibited anywhere on agency property for the health of all CDC employees, children, and associates. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of The GC CDC Inc. Parents who are smoking in their cars must dispose of the cigarette before entering the parking lot.

# PARENT CODE OF CONDUCT

## ENTRY DOOR SAFETY

At GC CDC Inc., we take the safety and well-being of our students very seriously, especially when it comes to the entry doors. As part of our safety guidelines, we ask that all parents and visitors to our school check in with a staff member before entering the building. This allows us to ensure that only authorized individuals are gaining access to the premises. We also advise parents to never leave their children unattended at the entrance and immediately report any suspicious activity to a staff member. These guidelines help us maintain a safe and secure environment for all our students and staff.

## CONFRONTATIONAL INTERACTIONS

While it is understood that parents will not always agree with the employees of The GC CDC Inc. or the parents of other children, it is expected that all disagreements be handled calmly and respectfully. Confrontational interactions are not an appropriate means to communicate a point and are strictly prohibited.

## POLICY FOR HANDLING PARENT CONCERNS

If a parent has a concern, he/she should first discuss it with the lead teacher of the child's class. If the lead teacher and parent cannot resolve the concern together and to the satisfaction of both, the matter should be brought to the attention of the Directors. A three-way conference may be arranged at this time. If a resolution is not reached, the matter will be brought to the attention of the Executive Director and/or the Board of Directors for their consideration.

# PARENT CODE OF CONDUCT

## SOCIAL MEDIA POLICY

The following policy applies to all individuals associated with The GC CDC Inc., including parents, employees, students, and The Board of Directors. This policy encompasses a variety of technologies, including but not limited to:

- Social networking sites (e.g. Facebook, Snapchat, Instagram) •
- Blogs
- Discussion forums •
- Collaborative online spaces
- Media Sharing services (e.g. YouTube)
- Micro-blogging (e.g. Twitter)

In accordance with our duty to protect the safety and privacy of all children and employees, we require the following:

- No photographs taken within The CDC settings or at The CDC special events and outings with the children may be posted for public viewing, except for photographs of your child.
- Parents are advised that they are not permitted to photograph other children or upload photos of other children, with the exception of photographs taken by staff for the children's online learning journal, which may be used for display within the setting or on The GC CDC Inc. website, or in other advertising materials if parental permission is obtained.
- No discussions or comments related to The CDC children, staff, or administrators, except those related to appropriate marketing or fundraising events, may be held or made on social media sites that could impact The GC CDC Inc.'s reputation or offend any member of staff or parent using the school.
- If a parent names The GC CDC Inc. on any social media platform, they must do so in a way that is not detrimental or derogatory to the school.
- Parents are not permitted to create private or public social media accounts or groups related to The GC CDC Inc. without express written consent from the Executive Director.

# PARENT CODE OF CONDUCT

## **VIOLATION OF SOCIAL MEDIA POLICY**

Any parent found to violate the above or by posting remarks or comments that breach confidentiality, bring the GC CDC Inc. into disrepute, or deemed detrimental to the GC CDC Inc., its employees, or other children could result in immediate dismissal from the school.



09



**PARENT'S RIGHT  
TO IMMEDIATE  
ACCESS**

# PARENT'S RIGHT TO IMMEDIATE ACCESS

At The GC CDC Inc., we understand the importance of parental access to their children. We strive to uphold the legal rights of parents to access their children at any time while they are in our care. To ensure the safety and security of our children and staff, we have established the following policies:

- We require a Certified Copy of the most recent order and any amendments for children who are subject to a court order. We will strictly follow the court's orders unless the custodial parent(s) request a more liberal variation of the order in writing. If both parents are afforded shared/joint custody, both parents must sign the request for a more liberal interpretation of the order. Please take a look at section 13 for more information on Court Orders.
- Parents wishing to visit the school on non-court-appointed days are asked to schedule appointments with the Center Director and are allowed in the school only at the discretion of the Center Director. An employee of The GC CDC Inc. will always accompany the parent throughout the school.
- Without a court order on file with The GC CDC Inc., both parents shall be afforded equal access to their child as stipulated by law. We cannot limit one parent's access by request of the other parent, regardless of the reason. If one parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued since our rights to retain your child are secondary to the other parent's right to immediate access. The GC CDC Inc. staff will contact the local police should a conflict arise.

We take the safety and security of our children and staff very seriously at The GC CDC Inc. We hope these policies provide clear guidelines for parental access while ensuring the protection and well-being of all involved.



# DISMISSAL AND WITHDRAWAL

2. ...  
scalp.  
• Thighs: Use the  
• Arms: Use the  
• Buttocks: Use any  
3. Now you are ready to inject. Clean the injection site with an alcohol swab. Allow it to dry.  
4. Pull the cap or needle cover straight off and touch the needle.  
5. With one hand, grasp or pinch up the area surrounding the injection site.  
6. With the other hand, hold the pre-filled syringe at a 45-degree angle. Then insert and/or inject the needle into the skin.  
7. Push slowly down on the plunger until the syringe is empty.  
8. Withdraw the needle quickly. Do not rub the injection site. Apply pressure for 2-3 minutes to prevent bruising.  
9. DO NOT recap your needle. Dispose of the needle and syringe in a sharps container. You can obtain one of these containers from your pharmacist. If you have any questions, have been vaccinated before.

Medilinc-Duba Mall #



# DISMISSAL AND WITHDRAWAL

## DISMISSAL

The GC CDC Inc. strives to resolve any differences with families and children. However, certain circumstances may result in a child or family's dismissal from the school. These circumstances include, but are not limited to:

Behavioral aspects of a child:

- A child who is not ready for the group experience or whose needs cannot be met in a group setting, such as being unable to get along with other children, not following class rules and teacher instructions, or requiring one-on-one attention from the teacher for a majority of the day.
- A child who repeatedly endangers their own safety, the safety of other children, or staff members.
- A child with severe behavior problems that cannot be accommodated within the scope of the regular program and staff-child ratio or lacks a written plan or instructions from a mental health professional specializing in young children.

Parental disregard for Center policy:

- Failure to pay tuition on time, with no written plan for payment of back tuition, or failure to pay according to the written plan.
- Consistent disregard for the hours of operation.
- Failure to treat the CDC staff and children with respect.



# DISMISSAL AND WITHDRAWAL

The Executive Director reserves the right to dismiss any child when necessary. Although families can be dismissed immediately, the school follows the procedure below whenever possible:

- A teacher or office staff will notify parents of the issue immediately.
- Parents and teachers or office staff will set up a conference to discuss the problem within 48 hours.
- A follow-up conference will be scheduled two weeks later.
- Parents will be asked to seek outside assistance to aid in a solution if significant improvement is not observed.
- After a reasonable time, if a solution cannot be reached, the Executive Director may communicate dismissal.

Any past-due balances must be paid at the time of the dismissal. An invoice detailing the past-due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 days will be referred to the agency's legal counsel for collection.

Ultimately, continued enrollment will be at the sole discretion of the Executive Director. A parent wishing to appeal a dismissal from school may arrange a meeting with the Board of Directors. During this meeting, the lead teacher and Executive Director will outline attempted modifications and discuss their effectiveness. The parent may request further or alternative modifications. However, the Board will only overturn the Executive Director's decision if it is shown that they acted in a biased or unprofessional manner during the dismissal process.

# DISMISSAL AND WITHDRAWAL

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal. Parents are required to leave CDC property calmly and respectfully immediately. The GC CDC Inc. will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and their parents must call and request an appointment with the Executive Director if they wish to return to CDC property following a dismissal. Appointments are made at the discretion of the Executive Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens, or in any manner causes harm to anyone affiliated with The CDC by calling, writing, or any other means will be prosecuted to the fullest extent of the law by The GC CDC Inc..

## WITHDRAWAL

Two week's notice must be given if your child is to be permanently withdrawn from school for any reason. If two week's notice is not given, you must pay full tuition for two weeks.

## COURT ORDERS AFFECTING ENROLLED CHILDREN

The GC CDC Inc. prioritizes the safety and well-being of every child in our care. In cases where an enrolled child is the subject of a court order, we adhere to the following guidelines:

# DISMISSAL AND WITHDRAWAL

- GC CDC Inc. must receive a certified copy of the most recent court order and any amendments. We strictly follow the court's orders unless a custodial parent requests a more liberal interpretation in writing. If both parents are afforded shared/joint custody, both parents must sign the request for a more liberal interpretation.
- If no court order is on file, both parents shall have equal access to their child as stipulated by law. The GC CDC Inc. cannot limit one parent's access without a court order, regardless of the reason. If one parent does not want the other parent to have access to their child, we suggest that the parent keep the child with them until a court order is issued.
- The most recently dated order will be followed in case of conflicting court orders.
- The GC CDC Inc. must follow a Protection from Abuse Order or a Restraining Order for the entire period it takes effect. We cannot allow these orders to be violated except at the request of the issuing judge. If a violation occurs, we will report it to the court.

We take these guidelines seriously and will do everything we can to ensure the safety and well-being of the children in our care.





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# ARRIVAL AND PICK-UP PROCEDURES



# ARRIVAL AND PICK-UP PROCEDURES

## ARRIVAL AND PICK UP PROCEDURES

In order for GOLDEN CITY C.D.C., INC. to stay in compliance with the state Title 22 regulations and to assure the safety of your child, we must insist:

- The program shall assume responsibility for my child after I or an authorized person have signed my child in using full first and last names and a teacher has greeted my child. A full signature is required; no initials.
- The program shall retain responsibility until my child is signed out by a parent/guardian or designated representative of my child's parent/guardian using his or her full first and last name.
- I will record the arrival time and sign my full name in the space on the daily attendance sheet before leaving my child at the program and when taking my child from the premises. I understand I am responsible for checking in/out with a teacher when they arrive and leave.
- If I cannot pick up my child, I will arrange for another authorized person, at least 18 years old, to sign for and pick up my child. I understand that I must notify the center in writing if I designate a different person to pick up my child other than the one originally identified on the enrollment forms. I understand the center will only release a child to individuals if I have written their names on the release form.
- The child is to remain inside with the parent during pick-up time. No children should go out the door without a parent (Example: children on swing, slide, etc.).
- Only drop your child off by informing the staff of your arrival.
- Please comply with these requirements to avoid termination.

Note:

**In an emergency, we use the sign-in/sign-out sheets to count each child accurately and ensure their safety.**

# ARRIVAL AND PICK-UP PROCEDURES

When a child has been signed out by his or her parent or an authorized person, the school is no longer responsible for the child.

## RELEASING CHILDREN

**Identification must be asked of all persons picking up children until you are familiar with the individual. You must review the authorization for the pick-up list before releasing children.**

No child will be released to an adult other than a parent or guardian without written authorization from the parent or guardian. Written authorization will be required for the change of designated adults listed on the medical information/emergency form and the medical release/emergency information form. The people listed on the emergency form only have automatic permission to pick up your child for the day if the Center phones in the event of an emergency. All parents are responsible for keeping the names up to date for their child's protection. All persons must be prepared to show proper identification to the Center.

For the safety of your child, we ask that you adhere to the following:

- A child will be released only to authorized persons.
- If there is to be a change, please let the school know.
- Any authorized person picking up a child must be at least eighteen.
- Identification is required for new and unfamiliar visitors authorized to pick up a child.

## NOTIFICATION OF ABSENCE

Parents are encouraged to inform the school by 9:30 am if a child will not be attending or will arrive late on a scheduled day. If your child is sick, we ask that you notify the office not only of the absence but also of the nature of the illness. This enables our administrators to keep track of any illnesses that may occur at our school. This information will only be shared with staff on a "need-to-know" basis.



# ARRIVAL AND PICK UP PROCEDURES

If your child has a communicable disease, we ask that you share the diagnosis with the office so that the parents of the children in the school may be notified that a communicable disease is present. Please take a look at the section on communicable diseases. Once again, only the communicable disease information will be shared. The Child Development Center will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based on your decision to share (or not share) the reason for your child's absence from school.

## PICK-UP PROCEDURES

To ensure the safety and security of our students, Golden City C.D.C., Inc. has updated our pick-up procedure. Parents or other authorized adults must sign their child out of care using our electronic tablet or sign-in book outside the classroom doors. This helps us maintain accurate attendance records and ensures authorized individuals pick up children.

Once signed out, the parent or authorized adult is solely responsible for supervising their child while on the C.D.C.'s premises. For the safety of our students and staff, we strongly discourage idling vehicles from being left in the parking lot.

Parents or persons designated to act in the place of a parent must sign any incident/accident reports from the day at pick-up.

Golden City C.D.C., Inc. is committed to providing a safe and secure environment for our students. Our updated pick-up procedure helps us ensure that children are picked up safely and by authorized individuals only.

# ARRIVAL AND PICK UP PROCEDURES

## CENTER'S RIGHT TO REFUSE ADMISSION

Any child may have their admittance to the GC CDC Inc. revoked at any moment, with or without justification.

The following examples are not exhaustive of the possible grounds for the admission denial:

- As state licensing laws require, more staff must be needed to maintain the proper worker-to-child ratios.
- The requirement to continue adhering to licensing regulations.
- The kid is too sick to go, according to the staff.
- Household situations where the kid's behavior could endanger the safety of the staff, other students, or the child at The Kid Development Centre be there in the middle.
- The parent's failure to keep current, accurate records.
- Parents' tardiness in completing and returning necessary paperwork.
- Parent's failure to follow the tuition policy

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

## PERSONS APPEARING TO BE IMPAIRED BY DRUGS AND ALCOHOL

The GC CDC Inc. staff will contact local police and/or the other custodial parent if a parent appears to be impaired. The staff will delay the impaired parent as long as possible while contacting the other parent, the local police, and Child Protective Services. Any other authorized person who attempts to pick up a child and appears to be under the influence of drugs and/or alcohol will be denied access. The staff will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

# ARRIVAL AND PICK-UP PROCEDURES

## EMERGENCY CONTACT & AUTHORIZED PICK-UP PEOPLE

At enrollment, parents must include any persons who may be asked to pick up their child from The GC CDC Inc. In an emergency, the child's parents will be called first, and if they cannot be reached, staff will call the emergency contact and one authorized pick-up person. Failure of the parent to arrange for their child to be picked up by someone on the list will result in dismissal from the program. All changes and additions to the Admission Information form must be made in writing and be dated and signed. The GC CDC Inc. reserves the right to refuse/ban any person listed on the Admission Information form for any reason, including but not limited to violations of the policies/procedures contained herein.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In the absence of this designation, the people on the Emergency or Alternate Pick-Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.



# SCHOOL CALENDAR ACTIVITIES



## SCHOOL ACTIVITIES

At Golden City, we believe in fostering a sense of community and creating memorable experiences for our students. We organize various activities and events yearly that celebrate cultural diversity, promote creativity, and enhance learning beyond the regular curriculum. The following is a monthly calendar indicating the month of each activity. The respective teachers will communicate the specific dates and details to parents before each activity. We encourage you to actively participate in these events, as they contribute to a vibrant and inclusive school community.

<b>JANUARY</b> New Years Martin Luther King	<b>FEBRUARY</b> Valentine's Day Presidents Day	<b>MARCH</b> Easter St. Patrick's Day Dr. Sus Week	<b>APRIL</b> April Fool's Day
<b>MAY</b> Cinco de Mayo Mothers Day Memorial Day	<b>JUNE</b> Fathers Day Juneteenth Graduation	<b>JULY</b> Independence Day	<b>AUGUST</b>
<b>SEPTEMBER</b> Labor Day	<b>OCTOBER</b> Halloween	<b>NOVEMBER</b> Veterans Day Thanksgiving	<b>DECEMBER</b> Christmas Hanukkah



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EMERGENCY

EMERGENCY  
CLOSING,  
PANDEMIC AND  
INCLEMENT  
WEATHER  
INFORMATION

# EMERGENCY

In an emergency closing and/or inclement weather, parents will be notified by the CDC website, text message, and email. If the school needs to close in the middle of the day, staff will attempt to reach the child's parents first. If the staff cannot reach the parents, the persons listed on the emergency contact form will be called until pick-up arrangements can be made. Tuition will not be refunded or reduced for closures of less than 15 school days, but if the closure extends beyond 15 school days, tuition will be reduced by a minimum of 50%. All decisions are at the discretion of the administration and Board of Directors.

## PANDEMIC EMERGENCY RESPONSE

The GC CDC Inc. will follow guidelines and directions from the Centers for Disease Control and Prevention, Federal and Local Governments, and the Texas Health and Human Services Commission to ensure the safety of children, families, and staff during a pandemic.

Decisions may include:

- Closure of the center
- Length of closure to be determined by the Executive Director, The Board of Directors, The Centers for Disease Control and Prevention, Federal and Local Governments,
- Adjusted hours of service •
- Daily health checks of children and staff
- Limited entry into the building
- Limited access to the property
- Limitations on what the children may bring into the center, such as • Blankets, Stuffed animals • Pillows

GC CDC Inc. will communicate these plans through various methods, such as mass emails and Constant Contact.



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# DISCIPLINE AND GUIDANCE

# DISCIPLINE AND GUIDANCE

## CHILDRENS DISCIPLINE AND GUIDANCE

At GOLDEN CITY C.D.C., INC., guidance is used for several reasons. It is a positive term and implies working WITH the child to develop internal control of her/his behavior. We aim to encourage children to become creative, independent, responsible, and socially mature. This involves learning how to make responsible choices and accept the consequences.

The guidance takes several forms:

- Environment – A place designed for children. The furniture is child-sized, with lots of hands-on, experienced teachers.
- Logical Rules – Keeping our hands to ourselves and caring for the learning environment. These are discussed with the children, as well as the reason why such rules are needed.
- Curriculum – Is developmentally appropriate, based on the children's interests and level of readiness. Positive
- Behavior – We reinforce the behaviors we encourage. Catch them being "good!"
- Redirection – Often, involving a child in another activity can eliminate a potential difficulty. We might ask a child to help us or send them to a different area to play. Positive
- Reminder – Telling the child what we want them to do, rather than using "no" or "don't".
- Renewal Time – Occasionally, a child needs to be removed from the situation, allowing them to consider alternate behavior.
- We will discuss ongoing situations with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.

Note: No corporal punishment will be allowed. This is negative physical touching (e.g., Spanking, slapping, pinching). No unusual punishment will be allowed, such as humiliation, ridicule, threat, or coercion.

# CHILDREN DISCIPLINE PROCEDURES – PERSONAL RIGHTS

If the above is ineffective and the child's behavior affects the classroom environment, the child may not fit into the Golden City C.D.C., Inc. Program. Two weeks' notice will be given.

All staff will adhere to all policies and procedures in Title 22 published by the Department of Social Services. All staff will adhere to the Personal Rights 101223 and Discipline 101323.1 Policy of Title 22.

## **101323.1 DISCIPLINE:**

(A) Any form of discipline or punishment that violates a child's personal rights, as specified in Section 101223, shall not be permitted.

## **101223 PERSONAL RIGHTS:**

(A) Each child shall have personal rights, including, but not limited to, the following.

(1) To be accorded dignity in their relationships with staff and others.

(2) To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet their 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 the daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.



# CHILDREN DISCIPLINE PROCEDURES – PERSONAL RIGHTS

(4) To be informed, and to have his/her authorized representative, if any, informed, by the license 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.

(a) Attendance at religious services, in or outside of the facility, shall be on a completely voluntary basis.

(6) Not to be locked in any room, building, or facility premises by day or night.

(a) This provision does not prohibit the licensee from locking exterior doors and windows or establishing rules for protecting children, provided the children can exit the facility.

(b) The licensee shall be permitted to utilize means other than those specified in (A) above for securing exterior doors and windows only with the prior approval of the licensing agency.

(7) Not to be placed in any restraining device except a supportive restraint

approved in advance by the licensing agency as specified in (A) through (E)

below.

(a) Supportive restraints shall be limited to appliances or devices, including straps, spring release trays, or soft ties, used to support a child in a bed chair or wheelchair to prevent falling.

# CHILDREN DISCIPLINE PROCEDURES – PERSONAL RIGHTS

(b) The request for prior approval to use supportive restraints shall include a written order of am indicating the need for such restraints. The licensing agency shall be authorized to require other additional documentation to evaluate the request. Approval supportive restraints shall be fastened or tied in a manner that permits quick release.

(c) The licensing agency shall approve supportive restraints only after the appropriate fire clearance, as required by Section 101171, has been secured.

(d) The licensing agency shall have the authority to grant conditional and /or limited approvals for using supportive restraints.

(8) To receive or reject medical care or health-related services, except for minors for whom a guardian, conservator, or other legal authority has been appointed.

(a) All children or their authorized representative(s) shall be personally advised of and given at admission a copy of the rights specified in (a) 1 through (8) above and in the applicable sections of Chapter 2.

(b) The information specified in (b) above shall be prominently posted in areas accessible to children and visitors.

(c) The licensee shall ensure that each child is according to the personal rights as

Specified in this section and the applicable sections of Personal Rights 101223 and Discipline 101323.1 Policy of Title 22.

## DISCIPLINARY PROCEDURES

- Corporal punishment and other humiliating or frightening techniques are prohibited.
- Punishment must not be associated with food, rest or bathroom opportunities.
- The child must be taken aside to avoid being humiliated in front of another child.
- Abusive language, yelling, physical punishment, humiliation, rejection, and ignoring are prohibited.

It is the policy of Golden City C.D.C., Inc. Center to:

- Approach the child calmly.
- Talk to the child about the problem.
- Sit by the teacher quietly.
- If the child is disruptive (harming himself/herself or others), he/she should be sent to the Director's Office.
- Sit at a table next to the group.
- Given reasonable alternatives to the situation, allow the child to choose.

## BEHAVIOR

If serious infractions occur of language and behavior that disrupts the program for others to an unreasonable degree, we will require consultation with the parents to cooperatively deal with the problem. In the event there is no satisfactory improvement, we must then, regretfully, terminate the child.

Our Teachers/Staff are required to apply the following steps:



# CHILDREN DISCIPLINE PROCEDURES – PERSONAL RIGHTS

- The teacher will talk to the child regarding behavior.
- Removal from activities and the parent will be informed.
- After two conferences, the parent must come and observe.
- Parent/Teacher conference.
- A parent will be called at home/work to speak to the child.
- Parent/Teacher/Director Conference.
- A parent will be called at work/home to come for the child immediately.

If the above is ineffective and behavior affects the classroom environment, the child may not be a match for the Golden City C.D.C., Inc. Program, as previously stated. A two-week termination notice will be given.

All Staff will adhere to the Personal Rights (101223) and Discipline (101323) Policy of Title 22.

## CHILDREN CHRONIC DISRUPTIVE BEHAVIOR

We will try to work with the parents of children having difficulties in child care. We are here to serve and protect all of our children, though children displaying chronic disruptive behavior that has been determined to be upsetting to the physical or emotional well-being of another child may require the following actions:

- Initial Consultation

The Director may require the parent(s) of any child who attends the Center to meet for a conference. The problem will be defined on paper. Goals will be established, and the parent will be involved in creating approaches toward solving the problem.

Research suggests that changing a child's unwanted behavior takes a whole month. Therefore, we recommend that you be consistent with your efforts for a month.

- Second Consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

# CHILDREN DISCIPLINE PROCEDURES – PERSONAL RIGHTS

- **Suspension**

When the previous attempts have been followed, and no progress has been made towards solving the problem, the child may be suspended from childcare indefinitely. The Child Care Director may immediately suspend a child at any time he/she exhibits a behavior that is harmful to him/herself or others. A parent may be called from work whenever the child exhibits uncontrollable behavior that the childcare staff cannot modify. The parent may be asked to take the child home immediately. Suspensions from the childcare program may vary from a few hours to an indefinite period.

## DISCHARGE POLICY

Golden City C.D.C., Inc. reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payments of fees
- Not observing the rules of the Center as outlined in the parent agreement
- We cannot adequately meet a child's special needs with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.

GOLDEN CITY C.D.C., INC. reserves the right to amend, delete, or alter in any way the policies and procedures of this Handbook/agreement. Parents will be notified of these changes.



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# HEALTH AND SAFETY

# HEALTH AND SAFETY

## COVID POLICIES AND PROCEDURES

**COVID POLICIES AND PROCEDURES:** As we live through the COVID-19 pandemic, we learn to keep our children in our care safe daily. We follow CDC guidelines, Health Department mandates, and Community Care Licensing PINs. We have used these to guide us in creating our COVID POLICIES AND PROCEDURES to ensure we keep everyone safe. Children and staff routinely wash their hands for 30 seconds. Toys and play materials are cleaned and sanitized daily and rotated twice daily. The facility is deep-cleaned regularly. Anyone demonstrating any signs of illness is sent home immediately.

## HEALTH / ILLNESS

You are the best judge of your child's health, and we trust you will not bring a sick child to the Center. However, if, in the opinion of the teaching staff, your child is seriously or contagiously ill, who we feel might jeopardize the health of other children in our care, we will contact the parents and/or emergency contact and expect them to make arrangements to pick up the child within the hour.

The following criteria will determine if your child must go home.

### Daily health check

- fever of 100 degrees or more
- sore throats
- inflammation of the eyes
- presence of severe cough/cold (thick yellow and green nasal discharge)
- more than one incident of vomiting
- more than one incident of diarrhea
- unknown rash
- communicable disease



# HEALTH AND SAFETY

For the welfare of your child and others in the school, please keep your child at home if there are symptoms of illness.

Report contagious diseases such as measles, mumps, chicken pox, head lice, etc. immediately (NO EXCEPTIONS!) to the school so other parents can be alerted.

Please let us know if your child has been sick in the home during the night, morning, or weekend. After a communicable disease is evident, a re-admission slip from a doctor is required. A child may be readmitted without a statement from a physician only if the child has been absent for some time equal to the longest incubation period of the disease as specified by the Department of Health and Social Services.

Please notify us in writing of any dietary restrictions your child may have.

If your child does not attend school due to illness, you are still responsible for paying tuition for that time.

## IMMUNIZATION INFORMATION

All students must show they have received all currently required immunizations to enroll.

New students will only be enrolled if a written immunization record provided by a physician or the health department is presented at enrollment and immunizations are current.

Students who require additional vaccine doses or who lack a written record are no longer allowed a grace period. Students will be excluded from school until all doses are up to date.

# HEALTH AND SAFETY

## MEDICATIONS

GOLDEN CITY C.D.C., INC. realizes how important administering medication is to the health and well-being of your child. Our goal is to assist you with administering prescribed medication.

For the health and safety of our students, we do not administer over-the-counter medication. We feel we are unaware of an illness as it relates to the medication and dosage that needs to be given to your child and will not accept the responsibility for the well-being of our students. We are aware that parents are unable to take his/her child to the doctor for such things as a temperature and may find the need to administer Tylenol; with this in mind, we suggest you phone your doctor, tell him/her the situation, and request a prescribed medication.

Non-prescriptive medication cannot be given.

If your child needs medication during school or child care, the prescribed medicine and our 'Request to Give Medication' form must be given to the receptionist.

- Do not leave medication in your child's backpack
- Do not give any student medication to administer themselves

The Request to Give Medication form includes the name of the medication, dosage, and instructions for administration.

Prescribed medication includes the name of the drug, labeled with the child's name, dosage, directions for administration, date, and physician's name.



# HEALTH AND SAFETY

## HAND WASHING

Frequent hand washing with soap and running water is necessary to prevent the spread of disease. Children and adults need to wash their hands before preparing or eating snacks, before and after water play, handling animals, toileting, coughing, and wiping noses. Set a good example and teach children how to clean their hands.

## INJURIES AND ILLNESS

In case of life-threatening injuries or illness

- We will take your child to the nearest facility or call 911
- We will phone you and provide you with the location
- We will stay with your child until the parent/guardian arrives

In cases of serious accidents, we will first:

- Phone you (if you are not able to be reached)
- Contact the persons listed on your emergency form (nearest address)
- If no one can be reached, we will call the physician you have listed

In cases of minor injuries or illness, we will phone you for:

- All head injuries
- Cuts
- Falls

Minor injuries will be treated with soap, water, ice and Band-aids.

## STAFF

Each teacher is equipped with pediatric CPR and First Aid training. All staff is trained annually on food safety and childhood nutrition.

# HEALTH AND SAFETY

## FACILITY

Each area is child-proofed. The facility is inspected regularly to discover hazards. The children and staff practice drop, fire, and emergency lockdown drills each month. The facility is equipped with fire extinguishers that are regularly checked and refilled. The facility has an emergency food and water supply.

## CHILDREN

Children have emergency bags in case of evacuation or lockdown. Excellent hand-washing practices prevent germ-spreading. We always monitor children for signs of illness and immediately notify parents if their child is unwell, which also stops the spread of illness. Classrooms are regularly cleaned and disinfected with child-safe products.

## FOOD SAFETY

All food from our menu (not including infant cereal) must be prepared in the kitchen to the appropriate size for the age group served. During meal and snack times, all children must be supervised by a staff member seated at the same (or a nearby) table.

## PLAYGROUND AND TOYS

We consistently disinfect toys and inspect them for broken pieces or loose parts. For little ones under 3, we look for choking hazards. Secure fences surround all our playground areas, and safely designed fall zones prevent playground injuries.

# HEALTH AND SAFETY

## MONITORING SYSTEM

Our center is dedicated to creating a safe, stimulating environment where each child is encouraged to reach their fullest potential. With our immersive city-like atmosphere and carefully designed activities, we offer a unique learning experience for all our students. Our before and after school program provides your child with the perfect opportunity to gain knowledge and confidence in a stimulating and secure environment.

We have installed a Monitoring System with many advantages for teachers and students.

- Teacher Evaluation - The administration can monitor/observe teachers.
- Observation of Children - The staff can observe children to improve the teacher/child relationship
- Teacher Training - Observation in the classroom for students from local colleges and universities.

This monitoring system is intended to ensure the quality of educational standards and the safety of our children. It is not installed in any restroom area in this facility.

## LOST AND FOUND

We understand that sometimes children may misplace their belongings during a busy school day. We want to assure you that we have a systematic approach to help reunite lost items with their owners.

Each classroom has a designated "Lost and Found" area where items found within the classroom are stored for a month. We encourage parents and students to check these areas if they are missing any personal belongings. If any items remain unclaimed in the classroom Lost and Found area after a month, they will be transferred and stored in the front office receptionist (Lost and Found box) area.

# HEALTH AND SAFETY

## LOST AND FOUND

We ask that parents check with the director for valuable items like jewelry, electronics, or any items of significant importance. The director's office is the central point of contact for any inquiries regarding lost and found items of high value. Our director will happily assist you and make every effort to locate and return your valuable belongings.

To help prevent the loss of valuable items, we recommend labeling your child's belongings with their name and contact information. This simple step can greatly aid in returning lost items to their rightful owners.

Please remember that any unclaimed items in the Lost and Found area will be periodically donated to charity to ensure the efficient use of storage space and benefit those in need.

We appreciate your understanding and cooperation in ensuring the smooth operation of our Lost and Found system. We aim to provide a safe and reliable environment for your child's belongings.



# HEALTH AND SAFETY

## EMERGENCY PROCEDURES

The Director will conduct Fire/Disaster drills once a month. We would like each family to plan what they will do if disaster strikes during the day when they are at work, school, etc. You will find helpful disaster planning information in your local phone book.

The children are taught to listen to the teacher's directions. We will assemble and count everyone and give aid and comfort as needed. We will stay with your children until you or someone of your choice arrives.

We have stored flashlights, radios, first-aid supplies, food, and water. Teachers have first aid and CPR training. Our building also meets strict earthquake codes.

**Each child must bring or purchase an emergency earthquake kit to store at school.**

## FIRE PROCEDURE

This information is shared if you're in the building during an emergency.

## SIGNAL TO LEAVE THE BUILDING.

One continuous ring of the bell for five minutes will be the signal to leave the building.

# HEALTH AND SAFETY

## LEAVING THE BUILDING.

The class immediately follows the teacher to the exit door and out of the building to the rear fence near the parking lot. The Director picks up teachers' roll books and sign-in sheets and follows the rest of the groups, giving the teachers the roll books. The teacher immediately checks the roll to ensure everyone is accounted for. The Director will check the sign-in sheet.

If classes are outside during a fire drill, the Director will bring the roll book to each teacher. Roll will be taken to make sure each child is accounted for. The Director will always check to ensure no one is left in the building.

## SIGNAL TO RETURN.

Two short rings of the bell by the Director will be the signal to return.

## RETURNING TO THE CLASSROOM.

Upon hearing the bell of two short rings, the adults and children will return to the classroom by the same route they exited.

# HEALTH AND SAFETY

## EARTHQUAKE PROCEDURES

This information is shared if you're in the building during an emergency.

### **Earthquake drills will be held once a month.**

The signal for the Earthquake drill is four medium rings of the bell. When the signal is given, teachers are to take the following steps:

#### INDOORS

- Get under sturdy furniture such as a desk, table, etc. Stay away from the glass.
- Children and teachers should be on their knees under the furniture.
- Check to make sure all children are accounted for.
- Be cautious before moving about. Remember, there may be aftershocks.

#### OUTDOORS

- Move away from the building and utility wires.
- Lead the children to the fenced area which is in the open.
- Make sure all children are accounted for.
- Once in the open, stay there until the shaking stops.
- Do not go inside or near the building.

The Director will give one short ring to indicate that all is clear.

In case we have to leave our Temporary Relocation site is

**Carson Park**

**21411 Orrick Avenue**

**Carson, CA 90745**



A photograph of three children smiling and talking on mobile phones. In the foreground, a young girl with freckles and a braid is on the right, holding a silver phone to her ear. To her left, a young boy with a backpack is also on a phone. In the background, a girl with glasses is smiling. The image has a blue semi-transparent overlay at the bottom.

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# ITEMS FROM HOME



# ITEMS FROM HOME

## BEDDING

Each child is provided a crib-sized sheet. All sheets will be assigned to a student. All bedding will be laundered by the center.

## CLOTHING

Lost clothing is a problem most of us just cannot afford. Help yourself and us by clearly marking your child's first and last name on jackets, sweaters, and change of clothing.

The Center cannot be responsible for unmarked clothing.

Each child must always have a complete change of clothes at the Center.

The change should include a top, shorts/pants, underwear, and socks.

When soiled clothing is taken home, a new change of clothes must be brought in.

**Children should wear Oxford shoes Only.** Shoes that come off quickly are a safety hazard: no jellies, thongs, open-toe shoes, or dress shoes.

Children are not to wear hair beads or jewelry (bracelets, necklaces, etc.). Earrings are permitted if they are close to the ears; no dangling earrings. Ear jewelry for boys is not permitted. Boys may not have hair braids or ponytails.

## TOYS

Children should not bring toys to school. Do not send toys to school with your child except on share day.

# ITEMS FROM HOME

## ESSEIAL ITEMS: TODDLERS, 2'S, 3'S, AND 4'S

- Nap items: crib sheet & blanket (full-time only) –must be taken home to wash on Fridays
- At least one change of clothing (including shoes & and socks)

## ESSENTIAL ITEMS: INFANTS

- Filled bottles (label caps also)
- Baby Food (full name and date)
- Diapers and Wipes
- Diaper Rash Cream (if desired)
- Crib blanket (large enough to “tuck under” mattress)
- 2-3 changes of clothing
- Security items such as pacifiers

## SHOW AND TELL

Sometimes, children need to bring special toys or new-found treasures to school to use as a ‘bridge’ between home and school. We will work with you and your child on these occasions to make it a positive sharing experience. Experience has shown us that many toys from home create many problems at school. We have a wide variety of materials and many opportunities to work on sharing at school. We encourage you to encourage your child to leave personal belongings at home Monday – Thursday. Every Friday is share day (children may bring something small to share). Toys must not exceed \$10.00 in value.

**IMPORTANT:** Some things we strongly feel must remain at home. Guns, gum, candy, money, knives, and other weapons are not acceptable shared toys. Also, action figures (e.g., Power Rangers, Batman, etc.) are not allowed.

Please make sure all items are marked legibly with the child’s name.

# ITEMS FROM HOME

## TREATS

No candy, sweets, gum, etc., should be brought to the child/children. As special treats, use words, awards, etc.

## STUDENT - CELL PHONE FREE CLASSROOM

Our school has a policy of no cell phones allowed in the classroom to create a distraction-free learning environment and promote effective communication.

This policy ensures that students can fully engage in their studies/ homework and foster a productive educational atmosphere.

### 1. Cell Phones Storing:

- Upon arrival, all children attending the center must securely store their cell phones in their designated cubbies.
- School-age children must place their phones in their lockers when they arrive.

### 2. Parent-Child Communication:

- Parents or guardians can directly contact the classroom to communicate with their child if necessary.
- Our staff members will facilitate communication between parents/guardians and their children using a center-provided phone in emergencies.

### 3. Policy Implementations:

- Parents of School-age students will sign an acknowledgment regarding our Cell Phone Free classroom policy.



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DRESS CODE



# DRESS CODE

## CHILDREN UNIFORM

At the Golden City, we choose to have a uniform for several reasons:

- It creates a sense of equality among students as everyone is dressed the same. This also eliminates any competition among students to wear trendy or expensive clothes, which can create an unhealthy environment.
- Uniforms can help identify students easily, especially in crowded places like field trips.
- It promotes a sense of professionalism and discipline among students. Preschool is where kids learn the basics of discipline and rules, and wearing uniforms helps to reinforce this idea.
- In the long run, uniforms can also be cost-effective for parents, as they do not have to worry about buying new clothes every few months, which can quickly add up.
- Having designated clothing that students wear to school can eliminate the need for parents to spend time choosing and coordinating outfits each day.
- Uniforms can also help prevent arguments or negotiations between parents and preschoolers about what to wear each day. Preschoolers may have strong opinions about what clothes they want to wear, which can lead to delays or disagreements in the morning.

# DRESS CODE

## **Uniform Choices for Girls K2-K5**

Polo shirt (white)

and

Blue Skirt (preferably with bike shorts) or Navy-Blue shorts or Navy Blue Long Pants

## **Uniform Choices for Boys K2-K5**

Polo shirt (white)

and

Navy Blue shorts or Navy-Blue pants

## **Other**

Preschoolers may wear their uniform on Free Dress days and other uniform items, i.e., oxford shirts, jumpers, sweaters, jackets, athletic suits, ties, etc. The attire should be clean and practical for very active play. Shirts do not have to be tucked in.

## **Belts**

Belts are optional for girls and boys.

The belts stretch, as do the pants and shorts. Children can pull them up or down without unbuckling the belt if they wear it.

## **Shoes**

Shoes must be safe and practical for active play.

Flip-flops, sandals, and wheeled shoes are not acceptable.

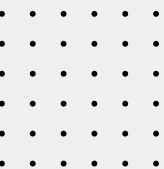
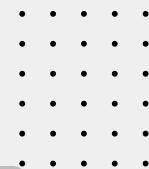
## **Socks**

Girls may choose white tights, knee-highs, anklets, or leggings with white socks.

Boys must wear white socks.

## **Field trip**

Field Trip T-Shirts

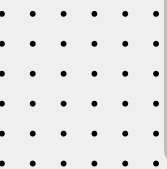
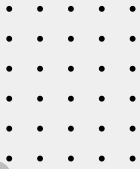


# DRESS CODE

## PARENTS

Parents are required to be dressed in appropriate clothing while at The GC CDC Inc. or involved in any CDC-sponsored events. Inappropriate clothing would include revealing, extremely short, ripped/torn (in inappropriate places), and/or see-through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents are required to remove or cover their shoes prior to entering the infant classroom. This will reduce the risk of injury to a child on the floor and will help to maintain a clean floor. Parents not wishing to use shoe covers can simply leave their shoes outside the classroom door prior to entering the room.





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# SPECIAL ACTIVITIES



# SPECIAL ACTIVITIES

## FIELD TRIPS

One parent must participate in one field trip per year. New students must have a volunteer for the first two field trips. Two-year-olds must have an assigned adult to administer one-on-one attention to that particular child.

Senior Week for Pre-K's only. On field trips during Senior Week, we recommend all students must have a one-on-one volunteer.

## MUSIC

An outside company teaches music. The fees are set by the company and paid to the company.

## BALLET/JAZZ/AEROBICS

An outside company teaches Ballet/Jazz/Aerobics. The fees are set by the company and paid directly to the company.

## SCHOOL PICTURES

Once a year, a professional photographer will take individual and group pictures of your child in school uniform. Photos are priced at a discount to parents, and purchase is optional.

Seasonal pictures will also be taken for Christmas and Easter; school uniforms are optional.



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VOLUNTEER

PARENT  
PARTICIPATION /  
VOLUNTEERING



# PARENT PARTICIPATION / VOLUNTEERING

## PARENT PARTICIPATION

Throughout the school year, various parent participation activities are planned. Parents are very important to their children's learning and to the Center's programming; participation is highly encouraged.

The following are ways parents can interact in the program:

- \*Parent Intake Interview
- \*Parent Orientation
- \*Parent/Teacher Conferences
- \*Parent Meetings
- \*Parent & Child Homework Projects
- \*Special Events
- \*Parent participation on major field trips.
- \*Harvest Fest
- \*Fundraising Activities (Candy Sales, Coin Drive, Bake Sales etc.)
- \*Father's Day Luncheon
- \*Mother's Day Tea/Lunch
- \*Career Day
- \*Christmas Gift Exchange
- \*Back-to-school program
- \*Black History Program
- \*Black History Luncheon
- \*Cinco De Mayo Luncheon

## PARENT BULLETIN BOARD

A bulletin board is available with announcements for you to view. Please take the time to scan the Parent Board regularly to keep informed of the Center events and announcements.

# PARENT PARTICIPATION / VOLUNTEERING

## CONFERENCES

Parent-teacher conferences are held in December, March, and June and at other times if requested by parents or teachers. Conferences are a time for exchanging information concerning the child's abilities, needs, and progress (Progress Report). The faculty is also available for additional conferences throughout the year at the parent's request.

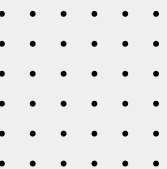
Since teachers must devote their time during the school day to the children, we ask that you please set a conference appointment if you need to confer with a teacher at length.

## PARENT COMMUNICATION

Parent-Teacher Conversations: Parents and teachers need to communicate! Please feel free to talk to your child's teacher at school or drop a note in the teacher's box requesting a callback or a note of the response.

Parents are expected to escort their children to the classroom. This is an excellent time to share a comment or a few words with the teacher or arrange a later talk. Parent-teacher conferences are scheduled at least three times a year.

Due to supervision in the classroom, teachers are unable to have lengthy conversations with parents or guardians. We realize the importance of communication and, therefore, encourage you to request a meeting with your child's teacher.





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# SCHOOL INFORMATION

# SCHOOL INFORMATION

## CHILDREN WITH SPECIAL NEEDS

Our Center will try to accommodate children with special needs (physical, behavioral, cognitive, etc.). Close communication with the parents is essential to providing quality care. If the child has already been evaluated by their school system, we will work with them to implement the IEP they develop. Parents must submit their child's most recent IEP and update us on its progress. If we find a child should be evaluated so that they receive extra help early on, we will make recommendations to the parents.

The Center will not discriminate against children with special needs. We will admit any special needs child on a trial of one month, after which we will require a conference with the parent(s). At this conference, we will assess whether we can adequately care for the child within our current staffing patterns. If we cannot care for them, we will give parents the time and assistance to find more appropriate care.

## INFANT

Infant children are asked to dress in washable, sturdy play clothes for Child Care. Messy and creative activities are sometimes planned; your child will want to participate. Unfortunately, we have not yet invented an apron that covers every square inch of clothing, so be prepared for some extra washing! We use water-based paints on all our projects and hope this will help you.

To provide you with as much information regarding your child's toileting and feeding

- All diaper changes will be logged at each change.
- All feeding will be logged at each feeding.
- All potty training will be logged at each potty.
- A soiled clothing report must be completed if the child has soiled their clothing.

# SCHOOL INFORMATION

## NAP TIME

We provide quiet rest or nap time for all full-time children, from infants to 5 years old. Some children may need sleep; others may only rest. Our goal is to accommodate each child's sleep needs.

## FOOD AND NUTRITION

As parents and guardians, we understand that it is important to provide your children with nutritious snacks and meals while in our care.

At our facility, we offer a variety of healthy snacks and meals that are tailored to your child's age. For infants, we serve fruits, vegetables, and other nutrient-rich snack options that are easy for little ones to chew and swallow. Our snacks and meals for toddlers and older children contain proteins, whole grains, fruits, and vegetables. We also ensure that all snacks and meals are prepared safely and hygienically.

Additionally, we offer a wide selection of special, occasional snacks and treats that provide extra energy and nutrients for particularly active children or growing rapidly. These snacks allow children to enjoy eating without feeling deprived and are safe and nutritious.

At our facility, we are committed to providing your children with the best possible snacks and meals, so you can rest assured that they will be getting the nutrition they need while they are in our care. Please don't hesitate to contact us if you have any questions or concerns about the snacks and meals offered at our facility.



# SCHOOL INFORMATION

## LABELING

Please label all toys, books, and clothing that are extra or removable with your child's name. This is very important for the teacher in determining ownership of these items. It is also essential in helping a child learn to care for his/her belongings.

## VIDEOS AT SCHOOL

Videos are not regularly used in our school. Exceptions are made for concise films that relate directly to a topic discussed with the children. On rare occasions when there is highly inclement weather for a long period, the afternoon teachers may choose to show a short video from our library of quality movies for children.

## CUBBIES AND MAILBOXES

Each child is provided with a cubby and/or a mailbox marked with the child's name. There are announcements for you to review. Please take the time to scan the board on a regular basis for information that will keep you informed of our activities. Please check each day for items that need to go home. Children need to have a complete set of clothing in their cubbies at all times.

## NEWSLETTERS

We know it isn't easy to communicate with our parents due to the long work schedule, or others may pick up for you. To keep you updated about the various activities in your child's classroom and school, we provide a monthly newsletter. Please take the time to read the newsletter, which is generated in the first week of every month.



# SCHOOL INFORMATION

## ENRICHMENT PROGRAMS

The Center offers a variety of classes for preschoolers during the year. The enrichment classes are held once a week. They are in addition to our regular preschool and daycare programming. Classes are limited in size and age groups. Some examples of enrichment classes are gymnastics, soccer, computer education, French, Spanish, and ballet.

## LOANER T-SHIRTS

T-shirts are given out only on an as-needed basis for field trips and other purposes of being able to identify our children. All loaner tee-shirts must be returned to the Center by the next day following the field trip. Parents who do not comply will be charged for the t-shirt.

## BIRTHDAYS

Birthday parties are welcomed at school with the child's class. Please notify the Director one week ahead of the occasion so that we can plan accordingly. All food items must be store-bought. All birthday parties will be on Friday at 4:00 p.m. only.

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. Please request the addresses of the individual parents; Golden City C.D.C., Inc. cannot disclose this type of information. If the entire class is invited, please feel free to bring the invitations to school. Please consider our children's feelings and comply with the above request.

You may request a list of the names of all the students in your child's/children's class.

# SCHOOL INFORMATION

## HOMEWORK

Homework is given out every Friday for pre-school through 6th grade and will be due Thursday of the following week.

## ADDRESS AND TELEPHONE CHANGE

The Center should be notified immediately of any address or telephone number change.

Please let us know right away when your home or business phone numbers or address change. Also, please notify us of changes in person authorized by you for emergency or regular pick-up.

These numbers need to be updated for accuracy. It is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information.

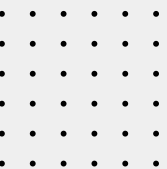
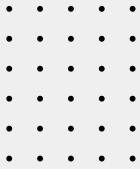
The Center has an emergency card for every child. **This card is essential in a life-threatening situation. Please keep this card current.**

## PROGRESS REPORT

Progress reports will be given in December, March, and June.

## CENTER EVALUATION

Parents will be given the opportunity annually to evaluate the Center, its programming, and our ability to meet your specific needs. These are very important to us. Please take the time to complete it when you receive it.



# SCHOOL INFORMATION

## RECYCLING

When you clean your house, remember that we can use:

- Good used toys
- Books
- Dramatic play props
- Jewelry
- Dress up costumes
- Good kitchen equipment of all sorts
- Purses
- Buttons
- Ribbons
- Greeting cards
- Yarn
- Spools

## BULLETIN BOARD

Children's work is displayed on a selected bulletin board weekly.

## INDOOR RULES

- Sit quietly
- No talking in class
- No gum or candy
- No running indoors (quiet walking feet only)
- Use indoor voices.
- No hitting or biting
- No throwing
- No bad language
- No toys (except for sharing day on Friday)
- No weapon of any kind at school
- No playing in the bathroom

# SCHOOL INFORMATION

## VISITATION POLICY

Parents are encouraged to visit the Center at any time. You don't need to make an appointment. (If children are napping, please be quietly considerate of the group). Other visitors are welcome by previous arrangements with the Director. A picture I.D. will be requested by all visitors.

## OUTDOOR RULES

- No climbing on the fences
- No sticking hands, arms, head, body, etc., out of the fences.
- No talking to strangers through the fences.
- Ball activity on assigned areas only
- No small manipulative toys outside.
- No running on the sidewalk/ patio.

## SANDBOX

- No throwing the sand or toys.
- Do not walk on the wall surrounding the sandbox.
- Sand toys in the sandbox only.

## SLIDE

- No toys on the slide.
- No sliding down on the stomach or backward.
- No jumping off the top of the slide.
- No swinging on the slide.
- Hold onto the sides with both hands.
- One person at a time on the slide.

## SWINGS

- No standing up on the swings.
- Children do not push other children on the swings.
- Children should not stand in front or behind the swings.
- One child at a time on a swing.
- Two minutes (2 min) on the swing when other children are waiting.



# SCHOOL INFORMATION

## BIKES

- One child at a time on the single-passenger bike.
- No standing on the bikes.
- Keep bikes off grass/sand.
- Ride bikes in bike areas only

## CONSENT FOR SMS TEXT MESSAGE

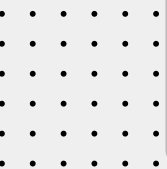
To enhance communication and ensure efficient dissemination of important information, Golden City C.D.C., Inc. utilizes SMS text messaging to communicate with parents and employees. The purpose of this service is to provide timely updates, event reminders, emergency notifications, and other relevant information about the school community.

By providing your contact information (consent for SMS text message form) and consenting to receive SMS text messages, you acknowledge and agree to receive communications from GC/ GWA via SMS text messaging. These messages may include but are not limited to general announcements, school closures, parent-teacher meeting reminders, and special event details.

Please note that standard messaging rates may apply, depending on your mobile service plan. Rest assured that your privacy and personal information will be treated with utmost confidentiality and will only be used for the intended purpose of school-related communications.

If at any time you wish to opt out of receiving SMS text messages, you can simply reply with "STOP" to the received message or contact the school administration to update your communication preferences.

We highly encourage all parents and employees to provide their consent for SMS text messaging, as it enables us to maintain clear and efficient lines of communication within our school community. Thank you for your cooperation in helping us foster effective and timely communication channels between the school and its stakeholders.



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ACKNOWLEDGEMENT

# SMS ACKNOWLEDGEMENT

I, \_\_\_\_\_, am the parent/legal guardian of \_\_\_\_\_, who attends Golden City Child Development Center, Inc./ Golden Wings Academy, Inc.

I hereby consent to receive SMS text messages from GCCDC, Inc./ GWA, Inc. at the following phone number: \_\_\_\_\_.

I understand that these text messages are meant to provide important and timely information about my child's well-being and development, including but not limited to:

- o Emergency notifications
- o Arrival and departure times
- o Upcoming events and activities
- o Health and safety updates
- o Other relevant information

I acknowledge that I can opt out of receiving these text messages anytime by informing Golden City Child Development Center in writing or by Text.

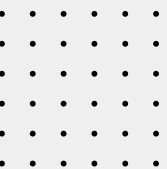
I agree to hold harmless and indemnify Golden City Child Development Center, Inc. from any and all claims, damages, or injuries arising from receiving or sending these text messages, except for instances of gross negligence or willful misconduct on the part of Golden City Child Development Center.

I have read and understood this consent form, and I am voluntarily giving my consent for Golden City Child Development Center to send me SMS text messages.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# CELL PHONE ACKNOWLEDGMENT

## STUDENT - CELL PHONE CLASSROOM ACKNOWLEDGEMENT

Golden City Child Development Center, Inc.  
Cell Phone Policy Acknowledgement

I, \_\_\_\_\_,  
and \_\_\_\_\_, hereby  
acknowledge that I have read and understand the phone policy  
set forth by Golden City Child Development Center, Inc./ Golden  
Wings Academy, Inc.

We understand:

1. During hours, students must securely store their cell phones in their assigned cubbies/ Lockers upon arrival.[G.C.C.D.C. Inc./ GWA, Inc., is not responsible for any lost, stolen, or broken cell phones.
2. We recognize the importance of maintaining a focused and safe learning environment for all students and agree to abide by the cell phone policy outlined by Golden City Child Development Center, Inc., / Golden Wings Academy, Inc.

Parent/Guardian's Signature: \_\_\_\_\_

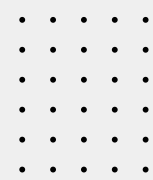
Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# ACKNOWLEDGMENT /ARBITRATION



## ACKNOWLEDGMENT STATEMENT



I have received and read the Parent Handbook of Golden City C.D.C., Inc. and will comply with the information contained herein.

Please sign, tear it off, and return it to the Director.

I have received and read the Parent Handbook of Golden City C.D.C., Inc. and will comply with all the information contained herein.

CHILD'S NAME \_\_\_\_\_

PARENT/GUARDIAN  
NAME \_\_\_\_\_

PARENT/GUARDIAN  
SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN  
NAME \_\_\_\_\_

PARENT/GUARDIAN  
SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

