



Main Office:

14204 Foothill Blvd.

Sylmar, CA 91342

(818) 833-3139

Welcome to Foothill Learning Center! Bienvenidos a Foothill Learning Center!

Dear Families,

Foothill Learning Center is dedicated to providing the best possible care for every child. Our mission is to enrich each child through play, creativity, and education. We strive to work closely with each family in order to provide the very best for your child.

Our child development center does its absolute best to help children and families reach school readiness goals.

We provide a safe and secure learning environment where a child can feel comfortable and free to express their creativity.

We help children develop the skills needed to succeed in kindergarten.

We accomplish all this with the family's needs always at the forefront.

Our facility has educated young children in the San Fernando Valley for over 17 years. Foothill Learning Center continues to educate and inspire children at their most impressionable age. We look forward to serving all the families of our community.

Queridas Familias,

Foothill Learning Center se dedica a brindar el mejor cuidado posible para cada niño. Nuestra misión es enriquecer a cada niño a través del juego, la creatividad y la educación. Nos esforzamos por trabajar en estrecha colaboración con cada familia para brindar lo mejor para su hijo.

Nuestro centro de desarrollo infantil hace todo lo posible para ayudar a los niños y las familias a alcanzar las metas de preparación escolar.

Ofrecemos un entorno de aprendizaje seguro y protegido donde un niño puede sentirse cómodo y libre para expresar su creatividad.

Ayudamos a los niños a desarrollar las habilidades necesarias para tener éxito en kindergarten.

Todo esto lo logramos con las necesidades de las familias siempre al frente. Nuestra planta ha educado a los niños pequeños en el Valle de San Fernando durante más de 17 años. Foothill Learning Center continúa educar e inspirar a los niños a su edad más impresionable. Esperamos servir a todas las familias de nuestra comunidad.

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Mission Statement

Foothill Learning Center strives to provide the best possible care for every child. Our mission has always been to enrich the life of each child through play, creativity, and education. Our program works closely with each family to provide the very best for each child. We have a deep appreciation for the family centered model of education and encourage family participation. Our program utilizes researched based methods that reinforce a developmentally appropriate environment. Our program values the individual growth and success of each child and the family unit. Continued parent education is encouraged and our program offers parenting classes. Staff meetings and parent-teacher communication opportunities are also provided to ensure each person has their needs met.

Program Philosophy

Foothill Learning Center utilizes research-based learning methods within our program. Foothill Learning Center applies play-based learning, the planned language approach, and other evidence-based curriculum to foster a quality learning environment. Our program framework integrates developmentally appropriate practices with an evidence-based approach. The individual needs of each child and family are assessed and an individualized learning plan is established to best serve their needs. Our program strives to promote developmentally appropriate practices in all developmental domains and promote school readiness.

Contact Information

Main Office: 14204 Foothill Blvd. Sylmar, CA 91342

Main Phone: (818) 833-3139

Office Hours: Monday – Friday 7:30am to 5:30pm

Hours of Operation: Monday – Friday 7:30am to 5:30pm

Foothill Learning Center is closed all major holidays including, New Year’s Eve, New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Labor Day, Independence Day, Veterans Day, Thanksgiving Day and Day After Thanksgiving, Christmas Eve, Christmas Day. Foothill Learning Center reserves the right to change the closed calendar as needed.

Important Reminder:

Referral services are available to all persons requesting them regardless of income level or other eligibility requirements. Information received from parent(s) is confidential.

Program Curriculum

Foothill Learning Center’s curriculum adheres to the California Preschool Learning Foundations:

Social-Emotional Development Domain

1. Self-Awareness
2. Social Interactions
3. Relationships

Language and Literacy Domain

1. Listening
2. Speaking
3. Reading
4. Writing

Mathematics Domain

1. Number Sense
2. Algebra and Functions
3. Measurement
4. Geometry
5. Mathematical Reasoning

Visual and Performing Arts Domain

1. Visual Art
2. Music
3. Drama
4. Dance

Physical Development Domain

1. Fundamental Movement Skills
2. Perceptual-Motor Skills and Movement Concepts
3. Active Physical Play

Health Domain

1. Health
2. Safety
3. Nutrition

History-Social Science Domain

1. Self and Society
2. Becoming a Preschool Community Member (Civics)
3. Sense of Time (History)
4. Sense of Place (Geography and Ecology)
5. Marketplace (Economics)

Science

1. Scientific Inquiry
2. Physical Sciences
3. Life Sciences
4. Earth Sciences

Foothill Learning Center follows a Universal Design for Learning. Our program curriculum is inclusive of a neurodiverse student body. Curriculum is posted in classrooms weekly and used as a daily guide. However, daily activities are based on children’s interests.

Admission Criteria

Foothill Learning Center is a preschool program that educates children ages 2 through kindergarten. All children ages 2 through 6 are invited and welcome to join our neurodivergent, dynamic learning environment. Once all open education spots are filled, families will be placed on a waitlist. Waitlist priority is determined by need based on Title 5 regulations.

Enrollment

Every child must have a completed enrollment file at Foothill Learning Center prior to admission.

Enrollment file must include all Title 5 and Title 22 requirements including but are not limited to:

- Copy of birth certificate
- Identification and Emergency Information - Child Care Centers (LIC 700).
- Child's Pre-admission Health History Parents' Report (LIC 702).
- Child's Pre-admission Health Evaluation if not enrolled in a public or private elementary school Physician's Report (LIC 701).
- Consent for Medical Treatment (LIC 627).
- Written statement from parent(s) or authorized representative exempting child from medical assessment and treatment because of adherence to a religious faith that practices healing by prayer or other spiritual means; or physician's statement that immunization is not indicated.
- Confirmation of required immunization for children
- Current Admission Agreement, with authorized signature(s).

- Centrally Stored Medication and Destruction Record (LIC 622), if medications are handled.
- Signed and dated receipt of Notification of Parents' Rights (LIC 995/E).
- Personal Rights — Community Care Facilities, Child Care Facilities (LIC 613A) receipts, signed and dated.
- Authorizations for dispensing medication if needed, signed by each child's authorized representative.
- Documentation required for health-related services (e.g., blood-glucose monitoring and nebulizer care) (LIC 9166, LIC 9222).
- Parent Consent for Adminstrating Medication (LIC 9221), if applicable.

Staff and Ratios

Foothill Learning Center adheres to Title 5 regulations as set by the California Department of Social Services. All teachers are experienced early childhood educators that possess all required courses and certifications which authorizes them to teach young children.

- Associate Teacher: 12 ECE units
- Teacher: 24 ECE units and 16 GE units
- Master Teacher: Teacher + 6 ECE units in specialization + 2 adult supervision units.

Foothill Learning Center follows title 5 ratio requirements:

- 1 Adult – 4 Toddlers (18-35 months)
- 1 Adult – 8 Preschool children (36 months and older)

Staff Development

New employees are provided an orientation to educate them Foothill Learning Center policies and how these policies relate to their job description. Ongoing staff development will be

supported by assessing the needs of staff and providing professional development activities to enhance their growth. Staff development may be linked to the Desired Results Developmental Profile student outcomes, with staff development activities identified or created to improve student outcomes. Each employee will receive an annual evaluation with their supervisor to discuss their strengths and additional areas of need for staff development. Ongoing internal communication mechanisms (include but not limited to email, phone, and texting) are encouraged to provide staff with appropriate information in relation to their respective duties. Staff development includes providing CPR and First Aid classes for all teaching staff. An orientation meeting is provided to all families prior to enrollment to assist parents and children in feeling comfortable at Foothill Learning Center. Our program wants to ensure an understanding of the Foothill Learning Center program and policies.

Communication Policy

If a parent has a concern or question regarding their child, we ask parents to direct concerns to the child's teacher and/ or program director. If concerns still arise, we ask that the parent request an in-person meeting with the teacher, director, and parent.

Attendance Policy

Children participating in the Foothill learning Center program(s) are expected to attend at their approved times. Education Code Section (§) 8208(e) defines excused absences as "illness, quarantine, illness or quarantine of the parent, family emergency, or to spend time with a parent or other relative as required by a court of law or that is clearly in the best interest of the child." Any Absences that exceed five (5) days in a calendar month, require a written explanation for absence. Foothill Learning Center maintains the right to terminate any family that exceeds the allotted absences during a calendar month without proper documentation for absences. If a

family is absent for thirty (30) consecutive calendar days, they may be automatically terminated from Foothill Learning Center as “abandonment of care” if an “excused absence” reason is not provided. This attendance policy is applicable to all programs serviced by Foothill Learning Center, including but not limited to all subsidies, private based families, CCTR families, and FCCHEN families.

Sick Policy

A consumer will be asked to stay home and or will be sent home due to illness if the following symptoms arise:

- any fever (100.4 Fahrenheit or higher)
- sore throat
- runny nose
- coughing
- body aches
- any complaints of any other symptoms that will stop a child from participating in daily activities.

Parent/guardian will be notified if any symptoms arises while child is participating in program. A child will have to leave facility immediately.

Medication Policy

No medication will be given to any child unless there is a written prescription. If necessary, provide in writing what symptoms were noted and when they started, and the time(s) any actions (if taken) occurred (e.g., temperature taken, care or medications given).

If the local health department has been notified because of concern for a reportable communicable disease (PDF), inform the parent/guardian.

The local health department will determine if people with possible exposures should be notified.

If a notification is recommended, follow instructions provided by the local health department regarding who to notify and what to tell them. Template letters may be available. Special care

should be taken to use language that avoids perpetuating stigma or providing information that might identify the infected person.

Returning to Child Care or School

For most illnesses, including infectious diseases, a doctor's note is NOT necessary for returning to the child care or school setting.

In general, a child can return when they meet ALL the following conditions:

Symptoms are improving and the child is feeling better and can meaningfully participate in routine child care/school activities.

Staff can meet child's care needs without compromising the health and safety of other children and staff.

Specific symptoms (like fever or vomiting) have met return recommendations listed in Table 2.

If a child has been seen by a healthcare provider, the child care/school may consider the advice of the provider when determining when the child may return to child care/school while also considering the interests of other children and staff. The return of children to non-classroom activities (extracurriculars or athletics) following illness may include additional clearance criteria, if appropriate. If the local health department is involved, follow their advice.

Parent Participation

One of the most important aspects of our program is parent education and involvement. To make certain the educational goals for both children and families the following participation is strongly encouraged: 1) make sure your child's attendance is consistent (according to contract); 2) bring and pick up your child at the designated times; 3) attend parent education meetings; 4) attend any child's parent/teacher conference; and 5) frequent communication with Foothill Learning Center

staff. If any family member wants to volunteer in the classroom, family member must adhere to Foothill Learning Center policies, that include but are not limited to provide a background check clearance (DOJ and FBI), negative TB clearance, proof of Tdap, MMR, and a current flu vaccine and COVID vaccine. Family members wishing to volunteer must also adhere to Title 22 and Title 5 regulations for visitors in the classroom.

Parent Advisory Committee

The Parent Advisory Committee is comprised of all enrolled parents and is dedicated to making the school a better place for children and families. The PAC meets to discuss school activities, policies, curriculum, child development issues and appropriate fund-raising opportunities. The most important aspect of the PAC is to become a support system for the program, advocate children's issues, and connect the program to the community. Parent education seminars are offered periodically and may include guest speakers from the field of child development, nutrition, and pediatric medicine. All families are strongly encouraged to attend PAC/education meetings.

Non-Discrimination Policy

Foothill Learning Center is available to all on a non-discriminatory basis and gives equal treatment in, and access to service to all families.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice

and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027,

USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by

calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the

complainant's name, address, telephone number, and a written description of the alleged

discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights

(ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027

form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.

Uniform Complaint Procedure:

Foothill Learning Center is operated on a non-discriminatory basis, affording equal treatment

and access to services without regard to race, religion, ethnic or national origin, sex, or physical

disability. Children with disabilities or other special needs, as defined by the Americans with

Disabilities Act (ADA), are welcomed into the program and reasonable accommodations are made as necessary. If you believe a California State or federal law, and/or statute • Your Name, Address, and Telephone Number , has been violated please send your complaint, including the following information: • Agency Name, Address, and Telephone Number • The cited law or statute that you believe has been violated To the address provided below: California Department of Education Child Development Division 1430 N Street, Suite 3410 Sacramento, CA 95814
Attn: Uniform Complaint Coordinator

Child Care Fees

Child care fees are determined by the California Department of Education and the California Department of Social Services. A sliding fee scale is used for families who qualify. This scale is based on the gross monthly income of all household members and on the number of people in the family. If a family is a TANF recipient, within the income guidelines, child care fees are waived. Tuition fees are assessed based on scheduled enrollment, regardless of absences. Parents can call Main office at (818) 833-3139 for information or questions regarding fees. Tuition fees due two weeks in advance. Tuition fees are due /payable on the first school day of week. Tuition fees may be paid by check, money order or cashier check made payable to Foothill Learning Center. Payments can be made to the Main Office. Parents may be provided with a written or emailed receipt. Subsidized fees may be adjusted based on submission of receipts from other childcare providers for eligible children. More information will be provided by director upon request. Tuition fees may be considered delinquent if not submitted on the first day of the school week. Delinquent fees may be grounds for termination. If an amount becomes delinquent, a Notice of Action will be issued, which includes the fees due, the period of delinquency, and notice that services will be terminated two weeks from the date of the notice. All delinquent fees may be

pursued for collection. Foothill Learning Center may consider a reasonable plan from the parent(s) for payment of delinquent fees and continuation of services for the child, provided the parent pays current fees when due and complies with the provisions of the repayment plan.

Families whose fee payments are delinquent or returned due to non-sufficient funds (NSF) three times in a fiscal year may be terminated. All personal checks returned due to non-sufficient funds (NSF) will be charged for applicable bank fees. Upon receipt of a third non-sufficient funds check within one fiscal year, all child care payments will be required to be made in the form of a money order, cashier's check, or cash. Upon termination of services for non-payment of delinquent fees, the family shall be ineligible for child care services until all delinquent fees are paid. If a private based family leaves the program by their own choice, fees will be charges through the Friday of the week we are notified, unless prior notice is given. If on the child's last day, the account shows a credit, Foothill Learning Center may issue an overpayment refund within 30 days.

Licensing

Foothill Learning Center is licensed by the State Department of Department of Social Services/Community Care Licensing. These regulations (Title 22) and (Title 5) establish health and safety standards for child care centers. A licensing analyst has the authority to inspect the facility and interview children in care. The findings of each visit are posted in public view. For the safety of your child, Foothill Learning Center follows all of California Department of Social Services, Community Care Licensing regulations. This includes background screening, requirements for all adults visiting or working at Foothill Learning Center. All Foothill Learning Center visiting or working adults are required to obtain a health screening and T.B. test clearance.

Attendance Log

The Attendance Log is the “daily sign-in sign out log” and must be completed on a **DAILY BASIS** as the child arrives at, or leaves from, the childcare facility for the days and times of authorized care. Parent/Guardians and/or other adults are required to verify the child’s attendance on a daily basis, by either signing in and out their child(ren) manually or by utilizing the Brightwheel app available in the drop-off/pick up area or on a personal mobile device. indicating the times accordingly. Parents may be asked to fill out a confidential absence form providing the specific reason and date for not receiving childcare on that day.

Parent Involvement

Foothill Learning Center focuses on the whole child and encourages parent involvement whenever possible. All parent involvement must adhere to Title 5, Title 22, CDE, CDSS, and CDPH regulations.

Arrival And Departure

Each child must be signed in and out of the center by a parent or designee. All sign in sheets are located in drop-off/pick-up area. For your child’s protection, he/she will be released only to designated persons on the emergency list All persons picking up children must be over 18 years of age, have valid photo identification, and sign the child in/out with a full legal signature. Valid photo identification may be requested during pick-up. Notice of any permanent changes to the child’s emergency card or status, must be communicated with the Eligibility department within 5 calendar days of any change. A Notice of Changes form must be completed. The form must be completed and returned in person to the director.

Supervision of Children

Children are carefully supervised and adjusted appropriately for different ages. Supervision is sufficient to protect children's safety. Supervision includes help and encouragement, and appreciation of child's efforts. Staff demonstrate awareness of the whole group at all times.

Nutrition

The Foothill Learning Center emphasizes good nutrition and food is prepared at the facility. Food is prepared by our staff in accordance with guidelines established by the Child Care Nutrition Food Program and the California Department of Social Services (CDSS) and United States Department of Agriculture (USDA). Meals times are set on the daily schedule. Any changes in nutrition will be documented and updated quarterly or more often if necessary.

Needs Service Plan

Parents should communicate all dietary restrictions and allergies for each child to each staff member. All dietary restrictions and allergies should be recorded in the enrollment form paperwork. Medical documentation may be required based on medications needed for any allergies. Modifications/Substitutions for meals will be made based on CDSS and USDA regulations. Outside food is permitted by all ingredients must be listed on each food item.

Napping

Children typically nap from 12:00 p.m. to 2:30 p.m. However, children are not required to nap, they may use that time as a relaxation period. Cots are provided, Parents are responsible for providing individual sheets for each child and cot. All sheets must be taken home and laundered at the end of the week and brought back clean at the beginning of the week.

Toilet Training

For children not potty trained, parents are responsible to provide enough diaper and wipes to keep your child clean and comfortable. Staff is not responsible for washing soiled clothing, or cloth diapers. Such items will be placed in a plastic bag and placed outside. Children may need extra clothing during the day and families are responsible for sending at least two extra sets of labeled clothing with your child. Staff will check children for signs of wetness or feces when the child awakens, and a minimum of every two hours and children will be changed if wet or soiled in the designated changing area. The child shall be introduced to toilet training when the parent(s) feel their child is ready. Foothill Learning Center staff does NOT go into bathrooms with children once potty training.

Outside Items

Foothill Learning Center is not responsible for any items brought to the school from home. If item is lost or misplaced Foothill Learning Center assumes no responsibility for that item. Please keep all valuable items at home.

Self-Evaluation Process

In order to ensure our program is effectively meeting the needs of the children, families, staff and community we conduct numerous levels of evaluation. There are components of our evaluative process that require input and support from our parents. Listed below are the components of our evaluation. Please note the areas that require your support. Throughout the year, you will receive questionnaires, be asked to participate in review teams, and action teams that focus on identifying and closing gaps. Please make sure to participate, as it is imperative that the program meets your needs and through this process, we will be successful.

Surveys

CDSS Parent Survey - Parent will be asked to participate in a survey at least once every six months. Directors' reviews survey sheets. A presentation of the results are presented at staff meetings and may be presented to CDSS.

Environmental Rating Scale (ERS) Staff Self Evaluation & Environment Process Format - The ERS is a tool designed to assess the quality level in preschool programs. Through the ERS, we can measure the quality of interactions that occur between children, staff, staff and children, staff, and parents, and between children and the materials in the classroom. The ERS also measures the quality of the learning activities provided for the children. ERS will be conducted twice a year. Directors' reviews survey sheets. A presentation of the results are presented at staff meetings and may be presented to CDSS.

Annual Program Self Evaluation – Family, Staff and Community Evaluation Process - Parents may be asked to participate in a survey at least once every six months. Directors' reviews survey sheets. A presentation of the results are presented at staff meetings and may be presented to CDSS.

Desired Results Developmental Profile (DRDP) - a tool developed by the California Department of Education, Early Learning and Care Division, to assess the development of children. Children are assessed within 90 days of enrollment and every six months thereafter. Parents' input is a necessary component of this assessment. The assessment is also used to plan and conduct age and developmentally appropriate activities, carried out through daily curriculum and weekly lesson plans for the children. Directors' reviews reports. A presentation of the results are presented at staff meetings and may be presented to CDSS.

General Child Care and Development Subsidized Program

Eligibility to participate in the General Child Care and Development Subsidized Program: Foothill Learning Center assigns an eligibility rank based on guidelines derived from the California Department of Social Services, General Child Care and Development. Eligibility ranking is based on income, and family size information. If funding is not available, qualifying families may be referred to local resource and referral agencies.

Admission priority:

1. Recipients of child protective services, at risk for neglect, abuse, exploitation- written referral from a legal, medical, or social services agency.
 - a. Children receiving protective services through local county welfare department shall be enrolled before child identified as at risk or being neglected, abused, or exploited.
2. Children/ Families with lowest gross monthly income in relation to family sized as determined by the income ranking schedule adopted by the CDS shall be admitted first (with second priority after DCFS families).
 - a. If two or more children have same income and family size, child with exceptional needs shall be admitted first.
 - b. If the families with same income and family size have no child with exceptional needs, priority will be given to whomever has been on the waiting list the longest.
3. No lower priority nor will service be denied to any family that needs less than full-time services.
4. Except for families that do not have all children in the family certified based on child protective services can enroll additional children in the program provided there exists an appropriate program opening for that child to enroll.

5. Families that do not have all children in the family certified based on child protective services must meet both eligibility and need criteria. Priority will be applied in accordance with title 5 regulations.
6. CDSS may grant waivers to the priorities specified in title 5 regulations based on need. Waivers will not include adjustments to fee schedule or admission of ineligible families. All waiver requests must be submitted and approved by CDSS prior to implementation.

Waiting list

1. Waitlist assignment will be based on admission priority. Families will be contacted in order or priority from the waiting list as vacancies occur.

Displacement

1. If displacement is necessary, families shall be displaced in reverse order of admission priority.

Eligibility Criteria (For Families Participating in the General Child Care and Development Subsidized Care Program only)

1. Current aid recipient
2. Income eligible
3. Experiencing homelessness
4. Any child is recipient of protective services, or is identified abused, neglected, or exploited, or at risk for abuse, neglect, or exploitation.

Need Requirements (5 CCR 18085)

1. Except as otherwise provided for in law, families who are eligible for subsidized childcare and development services shall document that each parent in the family, as defined in FTC, Section II *Definitions*; meets at least one of the following need criterion,

- a. The child(ren) is (are) a recipient(s) of child protective services, or identified as being abused, neglected, or exploited, or at risk thereof;
 - b. The parent is employed;
 - c. The parent is seeking employment;
 - d. The family is experiencing homelessness;
 - e. The family is seeking permanent housing for family stability;
 - f. The parent is enrolled in vocational training;
 - g. The parent is enrolled in an educational program;
 - h. The parent is incapacitated.
2. Subsidized childcare and development services shall only be available to the extent to which:
- a. The parent(s) meets a need criterion as specified in subsection (a) that precludes the provision of care and supervision of the family's child(ren) for any part of the day;
 - b. There is no parent in the family available and capable of providing care for the family's child(ren) during the time care is requested; and
 - c. Supervision of the family's child(ren) is(are) not otherwise being provided by:
 - i. Scheduled time in a public educational program available to school-age child(ren);
 - ii. A private school in which the child(ren) is(are) enrolled and attending; or
 - iii. A time when a child(ren) is (are) receiving any other childcare and development services.

3. At any time during the 12-month certification period, a parent may request an increase to the certified schedule based on provided documentation of need.
4. At any time during the 12-month certification period, a parent may request to decrease the certified schedule. Requests for decrease in hours shall be provided in writing. In such a case, Foothill Learning Center shall inform the family of the right to maintain the current certified schedule.
5. A family may receive services based on more than one need criterion at any one time, provided that applicable documentation has been collected.

Residency Requirement (5 CCR 18107)

1. To be eligible for services the child must live in the State of California while services are being received. Evidence of a street address or post office address in California will be sufficient to establish residency. A person identified as “experiencing homelessness” is exempt from this requirement and shall submit a declaration of intent to reside in California.
2. The governing board of any school district, community college, or a County Superintendent of Schools may accommodate children residing outside the district boundaries in accordance with *WIC 10332(a)*.
3. The determination of eligibility for childcare and development services shall be without regard to the immigration status of the child or the child’s parent(s) unless the child or the child’s parent(s) is under a final order of deportation from the United States Department of Justice.

Age Eligibility (45 CFR 98.21, WIC 10273)

1. Children are eligible for initial certification or recertification until their thirteenth birthday.
2. Children with exceptional needs may be served to age twenty-one. Children with exceptional needs shall also meet the criteria for that age group specified in *EC* 56026. (5 *CCR* 18089)
3. The preferred placement for children who are eleven or twelve years of age and who are otherwise eligible for subsidized childcare and development services will be in an After School Education and Safety Program or 21st Century Community Learning Centers. Children who are eleven or twelve will continue to receive subsidized childcare services when a After School Education and Safety Program or 21st Century Community Learning Centers is not available. This does not apply to 11- and 12-year-old children with exceptional needs.

Initial Certification, Reporting Changes, Recertification, And Content Of Family Data File

Initial Certification of Family Eligibility (5 CCR 18082)

- a. At initial certification, the authorized representative of Foothill Learning Center shall certify or deny each family's/child's eligibility and need for childcare and development services after reviewing the completed application and documentation contained in the family data file, as applicable, as provided in *Family Data File and Documentation*; and

- b. Once certified as eligible to receive services, except as otherwise provided in law or regulation, Foothill Learning Center shall consider the family to meet all eligibility and/or need requirements for not less than 12 months, at which point the family's eligibility and/or need shall be recertified as provided in section IV.D below.
2. When a family is certified as income eligible, Foothill Learning Center shall, at the same time, notify the family in writing of the requirement to report if their income exceeds ongoing income eligibility limits, as provided in section IV.B below.
3. Except as otherwise provided for in law or regulation, disenrollment cannot occur prior to the end of the 12-month certification period, with the following exceptions:
 - a. When the recalculation of income, pursuant to section IV.B below, based on the provided documentation indicates that the family's adjusted monthly income exceeds the income eligibility threshold set forth in *WIC 10271.5* and the family does not meet the requirements for another eligibility basis pursuant to section III.A above.
 - b. When the parent changes residency outside of California as reported by the parent; or
 - c. When there is substantiated evidence of fraud that invalidates the initial certification, and the family is not otherwise eligible; or
 - d. When the family has abandoned care pursuant to FTC, Section VII.E *Abandonment of Care*.
4. Families disenrolled prior to the last day of the 12-month certification period shall be issued a Notice of Action pursuant to section VII.B below.

Requirement to Report when Income Exceeds 85% of State Median Income (SMI) (5 CCR 18082.2)

When a family is initially certified or recertified on the basis of income eligibility, Foothill Learning Center shall:

5. Foothill Learning Center shall at initial certification and recertification, notify the parent, in writing;
 - a. Provide the parent a copy of the income calculation worksheet that verifies the family is income eligible; and
 - b. Provide the parent with a copy of the most recent Schedule of Income Ceiling eligibility table, as published by the CDSS;
 - c. Notify the parent in writing of the following:
 - i. The maximum adjusted monthly income, adjusted for family size, taking into account income fluctuations, that the family could earn before the family would be disqualified for services, based on on-going eligibility requirements; and
 - ii. The requirement to notify Foothill Learning Center, within 30 calendar days of any current and on-going income change that causes the family's adjusted monthly income, adjusted for family size, to exceed this maximum amount. If the family does not meet another basis for eligibility, Foothill Learning Center shall issue a Notice of Action.
6. Upon notification by the parent that they may have exceeded the maximum income threshold, Foothill Learning Center shall utilize the process to recalculate the family's

adjusted monthly income, adjusted for family size, to determine if the family remains income eligible for continued services.

- a. If Foothill Learning Center determines, based on the provided documentation, that the family is still income eligible for services, Foothill Learning Center shall inform the family in writing.
- b. If Foothill Learning Center concludes the family is no longer income eligible based upon the documentation provided by the parent or the parent fails to provide the documentation as requested by Foothill Learning Center within 15 calendar days from the day of the parent's notification and the family does not establish another basis for eligibility based on documentation, Foothill Learning Center shall issue a Notice of Action to disenroll the family.
- c. If Foothill Learning Center concludes the family remains eligible for services based on documentation supporting another basis of eligibility, Foothill Learning Center shall issue a Notice of Action approving services on the new basis for eligibility.

A Family's Right to Voluntarily Request Changes (5 CCR 18082.3)

1. A family may, at any time, voluntarily request to reduce a family fee or increase their certified schedule and shall provide applicable supporting documentation for the requested change.
2. When a family voluntarily requests to reduce their family fee, Foothill Learning Center shall:
 - a. Use the documentation provided by the parent to reduce the family fee.

- b. Within 10 business days after receipt of applicable documentation, issue a Notice of Action.
 - c. Only use any information received to reduce the family fee, if applicable. No other changes to the certified schedule shall be made unless requested by the family.
3. Notwithstanding any other law or regulation, the effective date of any family fee reduction shall be the first day of the subsequent month.
4. When a family voluntarily requests an increase to their certified schedule, Foothill Learning Center shall:
 - a. Use the documentation provided by the parent to increase the certified schedule;
 - b. Within 10 business days after receipt of applicable documentation, issue a Notice of Action .
 - c. Notwithstanding any other law or regulation, make the effective date of the increase in certified schedule immediate. For contracted center-based programs, including those that provide services through a Family Childcare Home Education Network, this is based on hours of operation and space availability, as applicable; and
 - d. Only use any information received to increase the certified schedule. No other changes to the certified schedule shall be made.
5. When a family voluntarily requests a reduction to their certified schedule, the parent shall:
 - a. Submit a written request that includes:
 - i. Days and hours per day requested; and

- ii. Date of the proposed reduction of their certified schedule
 - b. Acknowledge in writing that they understand that they may retain their current certified schedule and that a decrease to their certified schedule would replace their current schedule, and if they choose to increase their certified schedule at a later time, they will be required to provide additional documentation.
6. Upon receipt of the parent's written request, Foothill Learning Center shall:
- a. Notify the family in writing of the parent's right to continue to bring the enrolled child pursuant to the original certified schedule and that a decrease to their certified schedule would replace their current schedule, and if the parent chooses to increase their certified schedule at a later time, they will be required to provide additional documentation; and
 - b. Use the documentation provided by the parent to reduce the certified schedule, as applicable;
 - c. Issue a Notice of Action;
 - d. Notify the family in writing that the family may voluntarily request to reduce their family fee due to a reduction of their certified schedule; and
 - e. Only use any information received to reduce their certified schedule. No other changes to the certified schedule shall be made.

Recertification of Eligibility (5 CCR 18082.1)

1. Families shall be recertified for services by Foothill Learning Center no later than 50 calendar days following the last day of the 12-month certification period, which starts with the day the agency's authorized representative signed the last application for services.

2. In order to recertify families, Foothill Learning Center's authorized representative shall:
 - a. Notify the parent in writing in the final 30 days of the 12-month certification period, which starts with the day Foothill Learning Center's authorized representative signed the last application for services, of:
 - i. The requirement that the families be recertified in order to receive ongoing services;
 - ii. The date that the recertification must be completed by;
 - iii. The recertification appointment date, which can be no earlier than one day following the last day of the 12-month certification period;
 - iv. Information on the recertification process;
 - v. Required information/documentation needed for the recertification appointment; and
 - vi. A telephone contact number and an optional email address in the event the parent may have any questions regarding the recertification process.
 - b. Recertify or deny each family's/child's eligibility and need for childcare and development services after reviewing the completed application and documentation contained in the family data file, as provided for in *Family Data File and Documentation*; and
 - c. Issue a Notice of Action to recertify eligibility for services or disenroll the family.
3. Once recertified as eligible to receive services, except as otherwise provided in law or regulation, Foothill Learning Center shall consider the family to meet all eligibility

and/or need requirements for 12 months, at which point the family's eligibility and/or need must be recertified as set forth in this section.

4. When a family is recertified as income eligible, Foothill Learning Center shall at the same time provide notice to the family of the requirement to report if their income exceeds the income threshold,
5. Except as otherwise provided for in law or regulation, disenrollment cannot occur prior to the end of the 12-month certification period, even if disqualifying information is discovered during the preliminary collection of documentation for recertification, with the following exceptions:
 - a. When the recalculation of income, based on the provided documentation indicates that the family's adjusted monthly income, adjusted for family size, exceeds the income threshold set forth in *WIC 10271.5* and the family does not meet the requirements for another eligibility basis; or
 - b. When the parent changes residency outside of California, as reported by the parent; or
 - c. When there is substantiated evidence of fraud that invalidates the initial certification or recertification; or
 - d. When the family has abandoned care pursuant to FTC, *Abandonment of Care*.
6. Families disenrolled prior to the last day of the 12-month initial certification or recertification period shall be issued a Notice of Action.
7. Foothill Learning Center shall make every effort to make the recertification process convenient for families by providing early morning, evening, weekend appointments, or appointments at alternative locations as needed. Foothill Learning Center may use

technology to complete the recertification process if there is no reasonable way for the family to complete the process in person.

Contents of Family Data File (5 CCR 18081)

1. Contractors shall establish and maintain a family data file for each family receiving childcare and development services.
2. The family data file shall contain a completed and signed application for services and the following records as applicable to determine eligibility and need in accordance with sections III.A and III.B above:
 - a. Records demonstrating eligibility based on the following:
 - i. Current CalWORKs cash aid recipient
 - ii. Income eligibility, which shall include an income calculation worksheet;
 - iii. Family experiencing homelessness;
 - iv. The child is receiving child protective services;
 - v. The child is identified as being abused, neglected or exploited or at risk thereof;
 - b. Records demonstrating a need for services based on the following:
 - i. The child is receiving child protective services;
 - ii. The child is identified as being abused, neglected or exploited or at risk thereof
 - iii. Family experiencing homelessness;
 - iv. The parent is employed;
 - v. The parent is seeking employment;
 - vi. The parent is enrolled in vocational training;

- vii. The parent is enrolled in educational programs;
 - viii. The parent is incapacitated; or
 - ix. The parent is seeking permanent housing for family stability.
3. The family data file shall also include the following:
- a. Documentation of a child's exceptional needs, if applicable;
 - b. Applicable Notice(s) of Action as required in 5 *CCR* 18094, 18095, 18119, and 18120.
 - c. For all center-based contractors, including those that provide services through a Family Childcare Home Education Network, the family data file shall contain all child health and current emergency information required by 22 *CCR*, 101221 or 102421 as applicable.
 - d. When the family is certified as income eligible, documentation of the notification to the parent of their requirement to report when the family's income exceeds the income threshold as described in section V.B above.

Family Data File And Documentation

Application for Services (5 CCR 18083)

The application for services shall contain the following information:

- 1. The parent's(s') full name(s), address(es) and telephone number(s) and e-mail address(es), if applicable;
- 2. The names and birth dates of all children under the age of 18 years in the family, as defined in FTC, Section II *Definitions*, whether or not they are served by the program;
- 3. The maximum number of hours of care needed each day or week for each child;
- 4. The basis of eligibility, which may be either:

- a. The parent is receiving CalWORKs cash aid;
 - b. The family is income eligible;
 - c. The family is experiencing homelessness;
 - d. The child is receiving child protective services; or
 - e. The child is identified as being abused, neglected or exploited or at risk thereof.
5. The reason for needing childcare and development services, which is (are):
- a. The child is receiving child protective services
 - b. The child is identified as being abused, neglected or exploited or at risk thereof
 - c. The family is experiencing homelessness
 - d. The parent is employed
 - e. The parent is seeking employment
 - f. The parent is enrolled in vocational training
 - g. The parent is enrolled in educational programs
 - h. The parent is incapacitated or
 - i. The parent is seeking permanent housing for family stability
6. Employment, vocational training, or educational program information for parent(s) shall include:
- a. name and phone number of the employer or contact person;
 - b. Name and address of the business, vocational training, or educational program;;
and
 - c. Days and hours of employment, enrollment in vocational training or educational program, as applicable.
7. Family size and families adjusted monthly income, if applicable.

8. The parent's signature signed under penalty of perjury and date of the signature.
9. The signature of Foothill Learning Center's authorized representative on the application for services certifying that the family and/or child meets the criteria for receipt of services.

Documentation and Determination of Family Size (5 CCR 18083.1)

1. The parent shall obtain and provide supporting documentation regarding the number of children and parents in the family.as listed on the application for services.
2. The number of children shall be documented by providing one of the following documents, as applicable:
 - a. Birth certificates; or other live birth records;
 - b. Court orders regarding child custody;
 - c. Adoption documents;
 - d. Records of Foster Care placements;
 - e. School or medical records;
 - f. County welfare department records; or
 - g. Other reliable documentation indicating the relationship of the child to the parent.
3. If only one parent has signed the application and the information provided above, indicates the child(ren) in the family has another parent whose name does not appear on the application, then the parent who has signed the application shall self-certify the presence or absence of that parent under penalty of perjury and shall not be required to submit additional information documenting the presence or absence of the second parent.

4. For income eligibility and family fee purposes, when a child and that child's siblings are living in a family that does not include their biological or adoptive parent, such as, formal or informal custodial family arrangements or foster care:
 - a. Only the child and related siblings shall be counted to determine family size;
 - b. The adjusted monthly income of the child and any related siblings, which includes payments specifically for the care and well-being of the child(ren) that are made payable to and received by the adult who lives with and is responsible for the care and welfare of the child(ren), is counted to determine income eligibility; and
 - c. The adult(s) who live(s) with and has responsibility for the care and welfare of the child(ren), must meet a need criterion as specified in III.B above.

Documentation of Eligibility: Income and Family Fee (5 CCR 18084)

5. The parent shall obtain and provide documentation of the family's total countable income for the purposes of determining whether a family is income eligible and/or assessing the appropriate family fee, as applicable. The parent(s) shall provide documentation of total countable income for all the individuals counted in the family size as follows:
 - a. If the parent is employed, the parent shall provide:
 - i. A release authorizing Foothill Learning Center to contact the employer(s) that includes, to the extent known, the employer's name, address, telephone number, and usual business hours; and

- ii. Payroll check stubs, or an independently drafted letter from the employer, or other record of wages issued by the employer from either month of the two-month window immediately preceding the initial certification, or the recertification of eligibility for services.
- b. When the employer refuses or fails to provide requested documentation or when the parent states a request for documentation would adversely affect the parent's employment, the parent shall obtain and provide other means of verification that may include a list of clients and amounts paid, the most recently signed and completed tax returns, quarterly estimated tax statements, or other records of income to support the reported income, along with a self-certification of income.
- c. If the parent is self-employed, the parent shall obtain and provide a combination of documentation necessary to establish current income eligibility from either month of the two-month window immediately preceding the initial certification, or the recertification of eligibility for services. Documentation shall consist of a self-certification of income, as defined in FTC, Section II *Definitions*, and as many of the following types of documentation as reasonably necessary to determine income:
 - i. An independently drafted letter from the source of the income; or
 - ii. A copy of the most recently signed and completed tax return with a statement of current estimated income for tax purposes; or
 - iii. Other business records, such as ledgers, receipts, or business logs.
- d. If the parent does not have income from employment, the parent shall provide a self-certification of income, as defined in FTC, Section II *Definitions*.

- e. The parent shall also provide documentation of all non-wage income, which includes self-certification of income for which no documentation is possible, and any verified child support payments.
6. Foothill Learning Center shall:
- a. Retain copies of the documentation of total countable income and adjusted monthly income, in the family data file.
 - b. When the parent is employed, verify the parent's salary/wage; rate(s) of pay; hours and days of work; inconsistent and/or unstable hours and days of work; pay periods and frequency of pay; and the start date for the employee.
 - c. When the parent is self-employed, make a record of independent verification regarding the cost for services provided by the parent that may be obtained by contacting clients, or confirming the information in the parent's advertisements or website. If the income cannot be independently verified, Foothill Learning Center shall assess whether the reported income is reasonable or consistent with the community practice for this employment.
 - d. Establish income eligibility and/or family fee by signing the application for services, certifying to Foothill Learning Center's reasonable belief that the income documentation obtained and, if applicable, the self-certification of income, support the reported income, are reliable, and are consistent with all other family information and Foothill Learning Center's knowledge, if applicable, of this type of employment or employer.
7. If the family is receiving childcare and development services because the child(ren) is/are at risk of abuse, neglect, or exploitation or receiving child protective services,

and the written referral, specifies that it is necessary to exempt the family from paying a family fee, then the parent shall not be required to provide documentation of total countable income.

8. Using the income calculation pursuant to this section and family size determination pursuant to section V.B above, contractors shall, as applicable, assess a family fee.

Foothill Learning Center Family Child Care Home Education Network (FLC FCCHEN)

Foothill Learning Center Family Child Care Home Education Network (FLC FCCHEN) is offered to all parents that meet the above-mentioned requirements of subsidized care. The FLC FCCHEN program is funded by the California Department of Social Services. These services are provided by licensed family child care providers (located throughout the San Fernando Valley) who have agreed to provide enhanced educational services to child(ren) enrolled in the FLC FCCHEN programs. As a family enrolled in the FLC FCCHEN program a choice of FLC FCCHEN providers must be made. If provider has availability, then family will be placed with provider. If provider is unavailable, family may choose another FLC FCCHEN provider with availability. Per program guidelines, family must select a provider whose services will normally fully meet the schedule needed for your child. The program does not allow you to select two (or more) providers and split the care hours for one child, if either provider's schedule could accommodate the child. You may change FCCHEN providers to meet your needs. Please contact Foothill Learning Center for more information.

FLC FCCHEN providers are independent contractors and not employees of Foothill Learning Center. All families must adhere to the contracts that each individual FLC FCCHEN provider has in place at their sites. This includes but is not limited to closed calendar, termination/absence timelines, and/or codes of conduct.

FLC FCCHEN providers and Foothill Learning Center coaches will conduct a Desired Results Developmental Profile (DRDP) for each child participating in the FLC FCCHEN 90 days from enrollment, then every six (6) months. The results of the DRDP may be shared with each family during a conference with Foothill Learning Center every 6 months. Currently the DRDPs used by the FLC FCCHEN program include the infant/toddler, preschool, and school-age children. Every year families can complete a confidential survey regarding program satisfaction called the CDSS parent survey. Survey results are used by Foothill Learning Center for program planning. Families may also participate in the Parent Advisory Committee meetings. Each year the Family Child Care Home Environmental Rating Scale (FCCERS) will be used between FLC FCCHEN providers and Foothill Learning Center coaches with the goal of supporting each providers educational environment. The results of the FCCERS tools are reviewed yearly and used for program planning. FLC coaches are available to all FLC FCCHEN providers to aid in curriculum, environmental, or program needs. The goal of FLC FCCHEN collaborative efforts is to ensure all families receive as many educational opportunities as possible. Periodic site visits are conducted by Foothill Learning Center coaches to assist FLC FCCHEN providers with educational needs or technical assistance with various topics.

All FLC FCCHEN providers must adhere to Title 22 regulations as set by the California Department of Social Services and Community Care Licensing Division. In addition, all FLC FCCHEN providers must adhere to FLC FCCHEN Provider Requirements (WIC 10267.5, 5 CCR 18231). All Foothill Learning Center policies apply to FLC FCCHEN providers. FLC FCCHEN providers are required to have Foothill Learning Center Family Child Care Home Education Network (FLC FCCHEN) Participation Acknowledgment of Receipt signed and on file.

Abandonment of Care

Per the California Department of Education Code Section 18066.5, reasons for termination under Abandonment of Care include, (b) When the family has not been in communication with the provider for 7 consecutive calendar days and has not notified the provider of the reason the family is not using services, the provider, shall promptly notify the Foothill Learning Center. (c) Using the contact information on file, Foothill Learning Center may attempt to contact the parent through email or telephone. All copies of communication will be kept in the family data file. Foothill Learning Center may inform the parent/guardian in these communications that failure to communicate with the FLC or the provider may result in termination Child Care services. (d) Foothill Learning Center will issue a notice of action to terminate child care services on the basis of abandonment of care when there has been no communication with the provider or FLC for a total of 30 consecutive calendar days. If the above conditions are met, a termination from Foothill Learning Center (FLC) Program and/or terminated from the Foothill Learning Center (FLC) Subsidized Program may be issued. This includes any child participating in the Foothill Learning Center main site, Foothill Learning Center Family Child Care Home Education sites, or any affiliated sites.

Fraud

Per Education Code 8406.7, 8406.9 and 8408, if there is substantiated evidence of fraud a family would be terminated at any point in the process and the family would not be eligible for subsidized care. Fraud includes any evidence of the below mentioned acts or omissions. Any participant of Foothill Learning Center and/or any participate of the Family Child Care Home Education Network may have its contract/services immediately terminated if there is documented evidence of the acts and omissions:

- a. Fraud, or conspiracy to defraud.
- b. Misuse or misappropriation of state or federal funds, including a violation of *EC* 8406.9.
- c. Embezzlement.
- d. Threats of bodily or other harm to any staff at Foothill Learning Center and/or its affiliates.
- e. Bribery or attempted bribery of any staff at Foothill Learning Center and/or its affiliates.
- f. Unsafe or unhealthy physical environment or facility.
- g. Substantiated abuse or molestation of children.
- h. Failure to report suspected child abuse or molestation.
- i. Theft of supplies, equipment, or food.
- j. Cessation of operations without the permission of the Foothill Learning Center or acts or omissions evidencing abandonment of the contract or contracts.

Basis for Denial of Care

If CCD 26 “*CONFIDENTIAL APPLICATION FOR CHILD DEVELOPMENT SERVICES AND CERTIFICATION OF ELIGIBILITY*” is signed by parent/guardian, but required documentation is not received within 30 days from date of signature on CCD 26, family will be denied services. Family may reapply for subsidized care but will need to turn in most current application.

If the parent is a licensed family day care home provider pursuant to Health and Safety Code section 1596.78 or an individual license-exempt provider pursuant to Health and Safety Code section 1596.792, the parent is not eligible for subsidized services during the parent's business hours because the parent's employment does not preclude the supervision of that parent's own child.

All FLC FCCHEN families must adhere to all the regulations described in this handbook regardless of service site. All FLC families (regardless of funding source) must adhere to the Foothill Learning Center Parent Handbook guidelines, California Department of Social Service guidelines, and California Department of Education guidelines at all times.

Foothill Learning Center Family Handbook Acknowledgement



I, _____ have been instructed where to find the Parent Handbook available at Foothill Learning Center and, on the Foothill Learning Center website- www.myfoothilllearningcenter.com. I agree that it is my responsibility to read and understand the policies and procedures as stated in the agreement. I further understand and agree that I will be held responsible for the way in which I conduct myself while at the Foothill Learning Center (FLC) or during FLC activities. I am aware that any information shared with the FLC staff, will be held confidential. If I have any questions or concerns regarding the information covered in this agreement, I will address them to the site supervisor or program director.

Parent's Name

Parent's Signature

Child(ren)'s Name(s)

Date