



# Cliff Drive Care Center

## Parent Handbook



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## Letter From the Director

Dear Families,

Hi. My name is Jenny, and I have been working at Cliff Drive Care Center since January 2001. I have three grown children and four wonderful grandchildren. I have been a member of the Free Methodist Church for 29 years. What I love to do most is walk on the beach with my dog and have family meals. I was born and raised in England, so I travel back as often as I can to visit my family.

Our center was originally opened in 1963 as an outreach ministry of Santa Barbara Free Methodist Church, and to this day, we continue to operate as a ministry of FMCSB alongside a thriving and vital senior program and counseling referral network. Although we have a long tradition of providing excellent care, it is our goal to continuously improve by investing in the development of our staff, gaining more knowledge of early childhood education, and growing our community.

I am proud of the program we have created. I recognize that the choice to send your child to care is often a difficult one, and it requires a

tremendous amount of trust. We are honored that you have chosen us to come alongside you in raising your children. Our teachers are dedicated, well trained, and eager to engage and support your child as they develop a love for learning and the people around them. We provide a program of play and learning experiences that are age-appropriate with a balance of active and quiet play. This includes individual and group activities geared toward the social, emotional, physical, cognitive, creative, and language growth of each child in our care.

We believe every child deserves the opportunity to learn in a safe and nurturing environment, regardless of life's circumstances. We offer annually awarded scholarships and accept all forms of alternative payment programs.

In this handbook you will find an in-depth explanation of our philosophy, policies, program, and other useful information.

Welcome to the Cliff Drive Family!

Sincerely,  
Jenny Yznaga



## About us

### Mission

Cliff Drive Care Center reaches into the community with the love of Jesus Christ in caring and practical ways to serve people of all ages and life circumstances.

### Commitment

As a non-profit organization motivated by God's love care for all people, we: Provide physical, emotional and spiritual support to children and their families through licensed, professionally staffed early childhood education programs including infant care, pre-school, kindergarten readiness, after-school and summer camp programs.

### Philosophy

At Cliff Drive Care Center, we support you, as parent or guardian, as primary teachers of your children. We make collaboration and communication with your home a priority, and we hope to be a resource for you.

During your child's time here, we encourage emotional, physical, social, and cognitive growth using a curriculum tailored to each stage of development. We believe children operate best within a simple set of guidelines: to take care of others, take care of yourself, and take care of our environment. We work to create a warm and loving environment where children have meaningful relationships with their teachers and peers as teachers assist children in becoming independent and responsible. We promote creativity and kinesthetic learning through playtime activities and through utilizing our outdoor classroom, letting child-initiated exploration and curiosity lead the way.

### Christian

### Values

Cliff Drive Care Center runs a Christian program for children. For us, this means, very simply, that children experience the practical and compassionate love of Jesus. We guide children by Christian values: to care for others, to care for yourself, and to care for your environment. Encouraging spiritual development, at this age, means that we lead children in simple prayers and children's songs which emphasize God's love. Weekly chapel exposes the children to basic Bible stories and principles of compassion and love.

At Cliff Drive, we have children from a diverse set of backgrounds and beliefs, and our staff holds a high respect for those beliefs, Christian or otherwise. Our hope is that all would feel welcomed and loved here with the love of Christ.

## History

In 1955, the Free Methodist Church in Santa Barbara was planted by Rev. Ted Lux, an ordained FM pastor, and a group of six families. The church grew, and in 1963, the church moved to the Mesa where it sits today. That same year, in what could be called a prophetic vision, the church began Cliff Drive Care Center, with the vision of reaching into the community to meet the needs of people with the love of Jesus.

The legacy of Cliff Drive Care Center began under the leadership of Avas A. Snellenberger, the first director, from 1963-1973. Cliff Drive Care Center has cared for thousands of children and their families since then. We became a state-licensed facility, a separate non-profit corporation from the church, and have a very strong relationship with the City and County. As part of our ministry, we expanded the preschool to offer a stellar Pre-Kindergarten enrichment program, as well as After School and Summer Camp programs. We now have three licensed programs, infants (0-2 years), preschool/prekindergarten (2-5 years), and school age (5-12 years). In 1979, we began a thriving Senior Citizen ministry, which continues to this day and is mostly populated with people outside the church. Through the years, we have offered a Youth Drop-In program, and, for twenty years, had a Counseling Center, with a dedicated building on our site. That program has become the Counseling Referral Network, a service which matches people with local Christian counselors, under the guidance of a licensed professional.

After 59 years, Cliff Drive Care Center still continues to lovingly serve the families of Santa Barbara every day.



## Enrollment Process

When you express interest in enrolling your child at Cliff Drive Care Center, the following process will be followed in all student admissions:

1. Tour the facility.
2. Fill out the registration form to place a child on the waitlist.
3. When a start date is confirmed, an enrollment packet will be sent out.
4. Complete enrollment packet, including the forms required by the State of California\*:
  - Registration Form
  - Identification and Emergency Information form
  - Child's Preadmission Health History
  - Physician's Report form prepared and signed by a physician with copy of child immunizations
  - Admission Agreement
  - Tuition Contract
  - Release form
  - Approved Pick Up List Form
  - Consent for Emergency Medical Treatment
  - Parents' Rights form
  - Personal Rights form, Parent Handbook
  - COVID-19 Family Procedures
  - Assumption of Risk Related to COVID-19 form
  - Notification of Acknowledgment of Receipt form
  - Technology Acceptable Use Policy (for School Age Students)
5. Return packet to CDCC with the non-refundable registration fee of \$100.00.
6. Arrange parent & child school visitation with the CDCC director prior to your child's first day of school attendance.
7. An invitation to the Brightwheel app will be sent to you.

\* Concurrent with California Code Section 49068, Cliff Drive Care Center reserves the right to contact prior schools in which the child has been enrolled and obtain information and/or copies of student records.

## NON-DISCRIMINATION POLICY

Cliff Drive Care Center welcomes children and their families without regard to race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disabled or Veteran Status or the presence of any physical, mental, or sensory disabilities in compliance with the Americans with Disabilities Act.

While children and families from a diverse array of backgrounds and beliefs are welcome and we respect those beliefs, Cliff Drive Care Center runs an openly Christian program where children and their families experience the practical and compassionate love of Jesus. We attend chapel, pray and sing together, and read Bible and Christian stories.

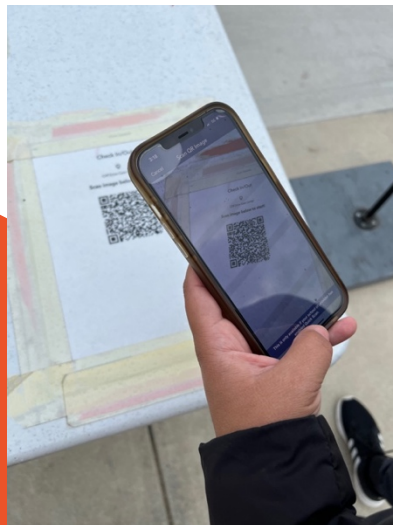
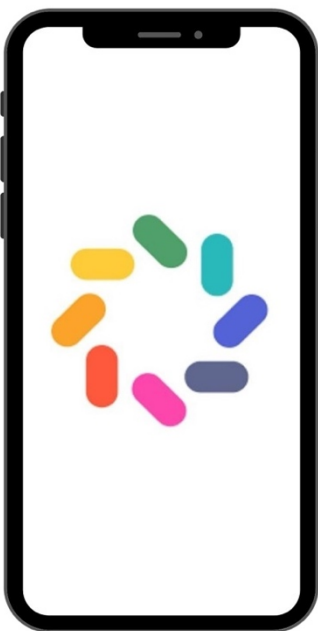
## Brightwheel

At Cliff Drive Care Center (CDCC) our main communication tool between families and teachers is the app called Brightwheel:

- You will be invited to the App just before your child starts at CDCC. Sign into your account with the same phone number or email address where you received the invitation.
- Make sure your notifications are turned on when you download the app.
- Everyone who is authorized and is going to pick up or drop off your child will need to download their own app and have a personalized pin number which specifically identifies the individual as the person who is dropping off or picking up.

**Pin numbers cannot be shared among individuals.**

- Upon arrival at the school, you will find a QR Code located at the health station. You will need to allow the app access to your camera and check your child in or out using your personalized pin number.
- We are available to help if you have any questions.
- A \$5 fee will be charged every time your child is not signed in or out of the school.
- Communication through the app is easy. You can message your child's teacher at any time. Please be aware that our teachers' main priority is supervision and engagement with your children. The teachers will respond or post when they can. If you seek immediate communication, please call or text 805-453-3403.
- Your child's teacher will send you updates and pictures as time permits.
- Tuition payments can be made to CDCC through the Brightwheel app (or by cash or check).



## Tuition and Payment

- A non-refundable registration fee of \$100.00 is due at the time of registration.
- The adult who brings the child to or removes the child from school must sign in and sign out every day using the Brightwheel app. Signing the child in and out is mandated by the State of California. Brightwheel codes are not to be shared among family members or friends. Each person's code is unique to them, and the identity of the person signing in/out the child must be confirmed through these unique codes. Failure to sign in or out will result in a \$5 failure to sign fee for each instance.
- A 10% discount is given for each additional child of the same family enrolled. The full tuition will be paid on the child for whom the highest tuition is owed.
- A two week advance written notice is required when you no longer desire to have your child attend Cliff Drive Care Center. If a notice is not given then you will be billed for a complete month.



- There are no tuition reductions for holidays or absences. Families are entitled to a two-week vacation yearly, upon two weeks' notice. Vacation year is from September to August. Cliff Drive Care Center is closed for the following holidays: Memorial Day, Fourth of July, two in-service days at the beginning of the new school year. Labor Day, Thanksgiving Thursday & Friday, and Christmas Break (December 24th-January 1st.)
- Tuition is to be paid in advance by parent/guardian on a monthly basis. Charges are based on a Calendar Month from the 1st through the 31st. You will receive your billing statement the last week of the month for the subsequent month. Your tuition payment will be due on the 1st of each month. If the month's payment is not made by the 5th of the month, you will be assessed a late fee of \$20.00. The first month's bill will be prorated depending on the starting date. Subsequent months will be billed on a monthly basis for the entire month. Late or non-payment of fees is sufficient cause for dis-enrollment.

- A child's tuition statement of billing can only be sent to one household. Cliff Drive Care Center is not responsible for sending out two monthly statements for one child to a different mailing address. In the event of a change in marital status, it is the parent's responsibility to determine the financial responsible party regarding tuition payment.
- Scholarships are available and are awarded in August for the school year. If you enroll on the school part way through the year and wish to apply for a scholarship, assistance may be provided if funding allows. To be eligible for a scholarship you must be in financially good standing with CDCC and your child must have been enrolled with us for 3 months.
- Children must be picked up by 5:30 PM. Late fees of \$5.00 for every 15 minutes or portions thereof will be charged.



## Educational Environment

### Play Based Curriculum

We believe in the importance of play and know that children are best prepared for kindergarten when allowed to engage in age-appropriate environments geared towards unstructured play-based learning balanced with a structured curriculum. Each classroom is divided into learning centers such as block play, housekeeping, dramatic play, science, art, and manipulatives for exploration and problem solving. Children work and play together in small groups in the learning centers around their room. This environment allows your child to become involved in meaningful, self-directed activities. We also have child-sized furniture, equipment, toilets, and sinks that help your child develop self-reliance in taking care of his or her own personal needs.



### Outdoor Play

At Cliff Drive Care Center, we believe that anything that can happen inside the classroom can happen in an outdoor environment. CDCC embraces the outdoor classroom concept.

In an effort to extend the learning environment into the outdoors, each of the classroom's daily schedules includes a significant amount of time outside. In our outside environment we have many centers set up in which they will be climbing, balancing, sliding, swinging, riding, and playing with others outside their classrooms in the same way they play inside. Our outside play equipment has been chosen specifically to encourage the holistic development of each child, and with safety in mind.

## Lesson Plans

Classroom teachers follow the school's monthly themes and consider the individual children in their classes and what their specific needs are when creating their individual curriculum. We also utilize the Core Advantage assessment tool to help us create very child specific activities to help nudge children to the next level of development. Parents can access the lesson plans inside your child's classroom. This will help you to keep abreast of all important information regarding your child's activities.

## Teacher Qualifications and Training

Program specific qualifications for teachers are listed in the program specific addendums, and all teachers have early childhood education or applicable college credits.

CDCC values continuing education for our teachers. We financially support staff to continue with their early childhood education classes and encourage staff to get updated certifications in childcare related subjects. CDCC participates in the Santa Barbara Quality Counts Program.

The following trainings are completed by all staff upon hire and on a regular basis: Child Abuse and Neglect Mandated Reporter, Healthy Schools Act Germ Management, Sexual Harassment Prevention, CPR & First Aid, Ladder Safety, Emergency Response, Teaching Pyramid Framework, and Guidance Techniques.

## MANDATED REPORTING

The Director and any staff members shall report to Children's Protective Service or the Police Department as required by the State of California Penal Code, any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware of.

The State Licensing Agency has the right under Section 101195(b and c) to interview children and to inspect and audit children's or facility records without prior consent, to observe the physical condition of the child, and to have licensed medical professionals physically examine the child.



## Classroom Communities

### IC 1 - Sweet Peas

#### 3:1 Ratio

#### 6 Weeks - 18 Months

- Social and emotional development
- Language development
- Small and large muscle development
- Songs and rhymes
- Curriculum further developed around individual care routines



### IC 2 - Daffodils

#### 4:1 Ratio

#### 12-24 Months

- Social and emotional development
- Language development
- Small and large muscle development
- Songs, rhymes, and dancing
- Creative expression through imaginative play & art
- Early potty training and readiness

## PS 1 - Little Monkeys and PS 2 - Red Pandas

### 8:1 Ratio

#### 2-3 Years

- Social and emotional development
- Language development
- Small and large muscle development
- Songs, rhymes, and dancing
- Color recognition and shape recognition
- Creative expression through imaginative play & art
- Early potty training and readiness



## PS 3 - Blue Jays and PS 4 - Purple Dolphins

### 10:1 Ratio

#### 3-4 Years

- Social and emotional development
- Language development
- Name recognition
- Small and large muscle development
- Songs, rhymes, and dancing
- Color recognition and shape recognition
- Numbers 1-10
- Creative expression through imaginative play & art
- Problem solving
- Potty training and readiness
- Independent Skills

## 12:1 Ratio

### 4-5 Years

- Social and Emotional Development
- Language development and literacy
- Phonological awareness
- Creative expression through imaginative play and art
- Counting, sorting and patterning
- Numbers 0-20
- Alphabet recognition, writing, and sounds
- Positional concepts and one-to one correspondence
- Science and health
- Independent skills
- Gross and fine motor skills
- Friendship and problem solving skills





## After School Program

**14:1 Ratio**

**Elementary School Age**

In our afterschool program we pick up children from Washington, Monroe and Adams elementary schools following the Santa Barbara school district schedule.



At the afterschool program, we offer:

- Homework assistance
- Study habits
- Friendship and problem-solving skills
- Independence and self-help skills
- Team-building and free play games and activities.

## Summer Camp

**14:1 Ratio**

**Elementary School Age**

Our Summer camp is a full day program offering many local Field Trips. Within a structured safe environment, we emphasize:

- Friendship and problem solving skills
- Independence and self-help skills
- Team building



## Food

All food for children in the infant center will be provided by the parents.

**Snack:** The weekly menu is posted outside the kitchen. Sample menus for each program are located in the program addendum.

- CDCC provides morning and afternoon snacks
- CDCC snack menu has child friendly options consisting of whole grains, fruits, vegetables, and a protein option.
- At snacks and lunch, the child has a choice of milk and/or water to drink

CDCC is not a nut free facility

- We serve almond butter at snack time, and you may provide peanut butter in your child's lunch box.

### Lunch Recommendations:

- Please pack your child's lunch with an ice pack. We do not refrigerate the lunch boxes.
- Please include the four food groups in your child's lunch: grains, vegetables, fruits and protein.
- You may provide your child with a water bottle. Please label it with child's name.



## Health and Safety

Every day before children enter the school, children will wash their hands. They will then proceed to a staff member for the daily health check which looks for any physical signs of illness. If signs of illness are observed, the child will not be accepted into the school and will need to go home with the parent. Parents need to stay with the child until the child is accepted into the school for the day.

After School students will go through a health check when they arrive at CDCC. If any physical signs of illness are observed, parents will be contacted to pick their child up immediately.

### WHEN YOUR CHILD IS INJURED:

In case of injury, the staff shall administer appropriate first aid to the child. All staff are trained in CPR and First Aid. If it is the judgement of the staff that the injury is an emergency, paramedics will be called to the site and a parent or guardian shall be contacted. If it is not an immediate emergency, you may be called to the school to evaluate your child, and you can decide how to proceed.

### WHEN YOUR CHILD IS SICK:

1. Call the center to inform us of your child's illness and the nature of the illness.

2. Have plans to back up child care.

3. Your child may not return to CDCC until they've been symptom free for 24 hours (without the use of fever reducing medication).

**4. As required by the Department of Public Health, children with the following illnesses are not allowed to receive care while in a group care setting.**

- a. Fever: Temperature of 100.1 degrees or higher. May return 24 hours after the fever has broken, without the use of medication.
- b. Diarrhea: Three or more watery stools in a 24-hour period (only once if a child is exhibiting any other symptoms)
- c. Vomiting: Vomiting within the past 24 hours.

- d. Rash: Body rash not associated with diapering, heat, or allergic reactions, especially with fever or itching. If infection/rash is contagious, children may return to the center 24 hours after beginning treatment or when symptoms resolve, depending on the diagnosis.
  - e. Open Sores: Open or oozing sores unless covered by bandages, and treatment in place. Eyes: Thick mucus or pus draining from the eye or pink eye. May return 24 hours after beginning antibiotic treatment for bacteria infections or 24 hours after symptoms resolve for viral infections.
  - f. Sore Throat: Especially if associated with fever or swollen glands in the neck.
  - g. Appearance/Behavior: Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. Unable to participate in normal activities.
5. The director or staff members shall notify the child's parent/guardian of suspected exposure to communicable disease.
6. If the child comes to the program and becomes ill, his parent/guardian is called to pick up the child. The sick child will be isolated from the other children until picked up by the parent/guardian. If the child has a fever, stomach or intestinal illness, they will not be allowed back to the program until 24 hours after the illness has passed.

## HEAD LICE POLICY

Head lice is a common occurrence in children. Please let us know if you notice your child has headlice so that we can take the appropriate steps.

If your child has been found to have head lice at school, you will be contacted and asked to pick-up your child from our program. Your child may not return to Cliff Drive until he or she has been properly treated and all nits have been removed from their hair. Before your child can be readmitted, one of the teachers will inspect your child's hair. Cliff Drive Care Center has a no live lice policy.



## Behavior Management

It is important to note that children communicate wants and needs through their behaviors. This is especially true of infants and non-verbal children. All behaviors are a form of communication.

One of the reasons children come to school is to learn how to be social and be a good friend. This is a process, and we are here to coach your child in every step of the way. At Cliff Drive our teachers are trained in the California Teaching Pyramid Framework, promoting the Social-Emotional Competence of Young Children.

### Indirect Guidance Techniques

- We prime children for all transitions: “We will clean up in five minutes.”
- We give choices: “You may paint with the group or read a book quietly.”
- We have a regular routine: “We always wash our hands before lunch. After lunch is activity time.”
- We avoid repeating ourselves: We remind children of the expectation, followed by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked or to make another choice of activity for a while.
- We’re consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

- We use the affirmative: “We use walking feet” rather than “Don’t run.”  
“Use your words to tell us you’re angry” rather than “Don’t hit!”
- We get the child’s attention by crouching down to his/her level, making eye contact, speaking quietly and asking the child to repeat the directions.
- We avoid arguments by following through with solutions that address the problem and ensure that all children's needs are met.
- We coach children through social situations with their peers.
- We try hard to be fair. We examine our expectations to make sure they are age-appropriate.

### Direct Guidance Techniques

Negative behavior is often best ignored when it is being used to get attention while we actively praise all desired behaviors.

## Steps for Behavioral Support

1. Documentation, observation and program assessment.
2. Teacher training.
2. Parent meeting with director and teachers.
3. Develop and Implement a Behavior Plan.
4. Continued communication with parents and teachers to monitor the behavior plan.

Children will never be disrespected, degraded or intimidated while at school. No type of corporal punishment will ever be used at Cliff Drive Care Center, these activities are a direct violation of your child's personal rights and are not tolerated.



## In an Emergency

### Disaster Response Plan

In the case of a disaster, we are prepared for evacuation with 72 hours of emergency supplies. We will evacuate to the parking lot to the East of the building.

Our staff has been thoroughly trained in emergency procedures and protocol. Both the children and the staff participate in regular emergency and evacuation drills. Shelving and furniture have been secured in place.

### Communication in Emergency Situations

In emergency situations, we will make every effort to communicate with parents about the situation, typically via Brightwheel messaging. We ask that you check Brightwheel for updates

before calling the center, so we can keep our phone lines open.

In the event that our phone and internet lines are down, CDCC has an out of state contact to update the website. Please contact your personal out of state contact to have them check the website for updates for you. Please remember during a natural disaster that texting is a better option than calling.

### Unhealthy Air Protocols

Santa Barbara air quality is monitored by the center and children are taken to inside classrooms on “red or unhealthy” days. Doors and windows are closed, one door is designated for entrances and exiting in each building.

**In an emergency situation, teachers have been trained and will respond accordingly.**



## Calendar of Events

- Year-Round Program** Cliff Drive Care Center is a year-round program. We are open five days a week, Monday-Friday. We offer full day care of your child 7:30am-5:30pm or half day care 7:30am- 12:30pm or 12:00pm-5:30pm.
- School closures** Cliff Drive Care Center is closed for the following holidays: Memorial Day, Fourth of July, Two in-service days in August (prior to the start of the new school year), Labor Day, Thanksgiving (Thursday & Friday), and Christmas Break (December 24<sup>th</sup>-January 1<sup>st</sup>.)
- Field Trips** Children benefit from having the opportunity to experience the classroom outside their four walls. For our younger classrooms this means spending time each day on the playground, other parts of campus and walks around the block. Pre-K children may take a field trip aligning with their curriculum. You will be notified in advance of all field trips and will be asked to give your permission in order for your child to participate. We typically have an annual preschool/prek trip to the Pumpkin Patch. Our School Age children are transported from their school to Cliff Drive Care Center on a daily basis and during school holidays and in the summer, children participate in many local field trips. Appropriate Title 22 ratios are maintained at all times. The children are always transported in accordance with the California Child Passenger Safety law.
- Fundraising** Day of the Dip - a salsa and guacamole tasting with a silent auction. Parent volunteers are invited to make specialty dips and are encouraged to donate items for the silent auction!  
Axxess Card Sale - every September Cliff Drive participates in this fun local fundraiser.  
There will be other fundraising opportunities throughout the year.
- Birthday Celebration Policy** Birthdays are a very special time and we welcome these celebrations in the classroom. Please let your child's teacher know beforehand if you plan on bringing in treats. All food items need to be nut-free. Special treat ideas: mini muffins, 100% fruit popsicles, fruit, or pizza.

<b>Back to School Night</b>	Learn about school routines and fun we are having in class. See the classroom and meet the teacher. Talk with your child's teacher and ask questions. Tell us how we can best support you.
<b>Fall Family Festival</b>	Every year on the Saturday before Halloween the Free Methodist Church along with Cliff Drive hosts The Fall Family Festival. This is a community event where we can all come together to celebrate the season in a safe, friendly way. All friends and family are welcome to join us for tons of games and candy. <i>No scary costumes please.</i>
<b>Christmas Program</b>	Every December Cliff Drive puts on a Christmas program for the parents. The teachers and children begin practicing months in advance and each year we look forward to celebrating the birth of baby Jesus, with the families on this very special night with a dessert buffet.
<b>Grandparents Day</b>	This is a day where we invite our Grandparents and or special family friends to chapel and then enjoy activities and lunch on campus.
<b>Easter Egg Hunt</b>	Please join us on Easter Saturday as we host, along with our partners the Free Methodist Church, one of the best Easter Egg hunts in town.
<b>Parent-Teacher Conferences</b>	Optional individual meetings between parents and their child's teachers to discuss your child's development happen throughout the school year. Children should be left with other caregivers.
<b>Pre-K Graduation</b>	This is an important milestone in your child's life. All family and friends are invited to this exciting celebration. The teachers and children begin practicing months in advance and each year we look forward to sharing the graduation with the families on this very special day with a luncheon buffet. This is the culmination of their experience at Cliff Drive.
<b>Parents' Night Out/ Parent Workshops</b>	Every month we have at least one opportunity for a family event. If it is not one of the above events, we will offer an educational parent workshop or a parent night out event where we watch your children for the evening. There is a \$5 charge for this event.

## Parent Involvement

We encourage families to volunteer when possible. Volunteering and becoming an active member of the CDCC community is for the benefit of your child and the success of our program. There are a variety of volunteer opportunities available throughout the year, including but not limited to:

- Assisting in your child's classroom
- Reading to the children
- Driving on field trips
- Helping out during special occasions (classroom parties, Fall Family Festival, Easter Egg Hunt and fundraising events)
- Helping with Teacher Appreciation Week
- Providing treats for the staff
- Cleaning projects
- Special talents or occupations you can share with your child's classroom.
- Attending school events

Please let us know if there are other ways in which you would like to contribute to the success of our community. We are always open to new ideas and would greatly benefit from the talents, skills, and expertise of our CDCC parents.



## Policy for Disenrollment

Cliff Drive Care Center is committed to providing the best quality care for children enrolled in our program. We are committed to a solid partnership with parents for the success of each child enrolled in our program. We seek to provide for the needs of each individual child in our group care environment. It is a rare occasion that a child or family's behavior may warrant the need to find a more suitable setting for their child care needs. We will do everything possible to avoid a disenrollment, but the following are a few examples in which disenrollment could be considered:

Physical or verbal abuse of staff or other children

A parent or guardian consistently disregards the Cliff Drive Care Center's policies

Non-payment of tuition and fees

Dangerous or unsafe behavior by a child or parent/guardian

Cliff Drive Care Center is unable to meet the needs of the child.

### Disenrollment Procedures:

Cliff Drive Care Center may, but is not required to, use steps for behavioral support prior to disenrolling a student/family. If the decision has been made that a child/ family should be disenrolled from CDCC after reasonable effort to find a solution to the situation, the family will be contacted for a meeting with the Center Director. The Director will share the decision for the disenrollment with the family. If conditions allow, CDCC may provide time for the parents to find alternative care prior to the child's last day.

Immediate disenrollment may occur when circumstances warrant.



## Frequently Asked Questions

### **1. Can my child's teacher give them medication at school?**

We can give your child prescription and over the counter medication at school. All medication needs to be in its original container, with the child's name and prescription clearly visible. The container needs to have the original paperwork from the manufacturer included.

Parents/Guardians will need to fill out the appropriate paperwork with the director. All medications are kept in the director's office or a designated location in the refrigerator. If your child has a medical condition that requires the use of an EpiPen or asthma inhaler, a note from your child's doctor will be required. If your child has the need for other medical interventions please contact the director to discuss implementation.

### **2. What if my child has or develops allergies?**

Please inform the center of any allergies your child has or develops. If your child requires medication, see FAQ #1.

### **3. What should I do if my child has specific dietary needs and/or restrictions?**

It is important to let the teachers and director know if your child has any severe allergies on their health form when you enrol your child in the program. If your child develops a new allergy please let us know immediately. If your child has

specific dietary restrictions and our menu is not sufficient, we may ask the family to provide snacks from home.

### **4. What if there is a child biting in class?**

Biting is quite common among young children. It happens for different reasons under different circumstances. Understanding the reason for a child's biting is the first step to changing his or her behavior. When biting happens our staff tries their best to prevent it by shadowing a child that has a tendency to bite. When it happens, we are all concerned. We will report to the parent of the child that did the biting as well as the parents of the child that was bitten. All names are kept confidential.

### **5. Why should I label Personal Belongings?**

The director and staff shall attempt to safeguard personal belongings, but shall not be responsible for lost or broken items. Please put the child's name on all clothing and personal belongings. No toys are to be brought to school from home.



## **6. Can I take pictures while at Cliff Drive?**

While you are picking up or dropping off your child please do not take pictures of other students. I know this is tempting in this digital age and the children are just so adorable. We ask you to respect the privacy of all our students and families. Please only take pictures of your child.

## **7. What do I do if someone else will be picking up my child(ren) that day?**

We recognize that emergencies happen if you need to have your child picked up by someone not on their list as approved pickup, please add them to the list beforehand. If this is not possible you will need to talk in person to the director to temporally authorize an emergency one-time pick up. They must be at least 18 years of age. Text messages or emails will not be sufficient for this situation. We will also require a photo ID for anyone we do not recognize or someone who picks up infrequently please let all family members know as your child's safety is our primary concern .



## **8. What about Parental Custody issues?**

Parent has the right to request, in writing, that another parent not be allowed to visit a child or take a child from this facility provided the custodial parent has shown a certified copy signed by the judge of a court ordered custody. If there are court ordered custody measures in place, please provide a copy and keep us advised, concurrent with California Code section 102419 parental and authorized representative rights.

## **9. Are Cliff Drive photographs used for Social Media?**

Photographs and video of the children participating in our programs may be taken from time to time and be published/displayed in public and private settings, including but not limited to slide shows, newsletters, brochures, periodicals, social media, and other publicity materials for Cliff Drive Care Center or the Free Methodist Church of Santa Barbara. Your permission for photographs including your child to be used without compensation is part of this agreement. Please speak with the director if you have concerns about this policy.



#### 10. When is CDCC closed?

School closures: Cliff Drive Care Center is closed for the following holidays: Memorial Day, Fourth of July, two in-service days at the beginning of the school year, Labor Day, Thanksgiving Thursday & Friday, and Christmas Break (December 24th-January 1st.)

#### 11. What sunscreen does CDCC use on my child?

CDCC will apply a broad spectrum, mineral based sunscreen with at least SPF 30+.

#### 12. Who do I go to if I have a teacher or child question?

If it is a question related to your child, please message the teacher through Brightwheel. The Director is available to answer questions about a teacher or child either in person, by phone 805-453-3403 or via email at [jenny@fmcsb.org](mailto:jenny@fmcsb.org). We are happy to set up an additional conference with you and your child's teacher at any point during the school year should the need arise.

#### 13. Who do I reach out to if I have a question regarding billing, registration, and/ or my child's schedule?

Ron for billing questions [ron@fmcsb.org](mailto:ron@fmcsb.org)

Danielle for billing and scholarship questions [danielle@fmcsb.org](mailto:danielle@fmcsb.org)

Cara for registration questions [cara@fmcsb.org](mailto:cara@fmcsb.org)

Jenny for questions about the schedule and any concerns you have in regards to your child or the program in general [jenny@fmcsb.org](mailto:jenny@fmcsb.org)



## Addendum: Infant Care

Our Infant Care program cares for children from birth to age 2 years.

In our Infant center children are divided up into two classes by developmental readiness. Our aims in these classes are to create a loving and safe environment built around stable routines and positive experiences.

We create a space which is safe in these ways.

1. Emotionally safe: prompting feeling identification, modeling safe and fun interactions between staff members
2. Physically safe: allowing infants to explore their environment, exercise their muscles, developing fine and large motor skills through hands-on activities
3. Spiritually safe: demonstrating loving relationships, starting to build an understanding of God's love

### Teachers

Teachers are qualified to teach in the infant center having completed college level classes in Early Childhood Education, including: Child, Family, and Community; Child, Growth, and Development; Development and Caregiving of Infants and Toddlers OR Infant/Toddler Socialization, and a class in ECE observation and curriculum.

### Classroom Placements and Transitions

Students transition from the younger classroom to the older classroom when ready to progress to one nap and the parent indicates on the care plan that the child's mobility is sufficient. The child's diet needs to have progressed to adding solid foods as indicated by the care plan.

Upon enrollment Parent/Guardian will complete ASQ3 Ages & Stages Questionnaire to provide Cliff Drive Care Center with information on your child's development. The High Scope Assessment tools will be used by teachers periodically to help in creating appropriate curriculum to meet the children's needs. Parents shall complete the Identification and Emergency Information and Physician's Report forms every fall.

### Drop off and pick up procedure:

- At drop off, please complete the daily needs form.
- If your child is asleep at drop off you must transfer them to a designated sleep area. The teacher will complete a health check.
- No child can be dropped off in a car seat; all car seats must be left outside the facility.

- If you need to drop your child off after 10:00 am, due to an emergency, doctor appointments, or other unforeseeable circumstances, we ask that you call the center to let us know beforehand.
- Please sign your child in and out of school using the Brightwheel app. There will be a \$5 charge if you fail to do either of these.

**Please label everything your child brings to school, we are not liable for lost or damaged items brought from home. The director and staff shall attempt to safeguard personal belongings, but shall not be responsible for lost or broken items. Please put the child's name on all clothing and personal belongings. No toys are to be brought to school from home.**

## **Young Infants – Sweet Pea Room**

### **Infant Needs and Services Plan**

Service needs of infants that are different from normal processes will be included as needed. Scheduling of additional meetings will be included as needed.

#### **Feeding and food plan:**

Food plan will be updated on a quarterly basis or as often as the parent wants or as necessary to reflect changes in the child's diet. Parents are required to notify the center and update the feeding plan or the teacher each time the food plan changes.

Breastfeeding mothers are allowed access to the school at any time, please set up a schedule with your child's teacher.

All bottles must be brought to school clearly labeled and ready to feed your baby. Please place all bottles in your child's box in the classroom refrigerator. Bottles will be emptied if not finished in one feeding and returned to the refrigerator for you to take home and sanitize at the end of each day. If you would prefer to have bottles of unfinished breastmilk returned at the end of the day, please complete the Feeding Plan Addendum. Cliff Drive Care Center will provide Enfamil Infant formula in case of emergencies, or your child needs extra feedings in a school day.

When solid foods are introduced into your child's diet, please make sure your child's feeding plan is updated. Please provide all food and snacks for your child cut up exactly as you want your child to eat them

in a lunch box with an ice pack as lunch boxes are not refrigerated. CDCC does not provide any meals or snacks for infants. Please provide a dish for your child to eat from.

### **Sleep plan**

Children will follow a sleep and wake cycle according to their own body rhythm. LIC 9227 form will be completed quarterly and no longer than every three months for all children under 12 months of age.

If there is any reason your child should not be placed on their back to sleep, or repositioned to their back if they roll over, the medical exemption section of LIC 9227 will need to be signed by your physician.

### **Diapering/toilet training**

Please provide adequate diapers for your child. Cliff Drive Care Center provides Kirkland wipes. If you prefer your child uses other wipes, please provide them. We will notify you via the Brightwheel app if more diapers and wipes are needed.

### **Change of clothes**

Please provide multiple weather appropriate changes of clothes for your child in their cubby boxes. We may spend time in messy play, water play, and outdoors play at any time.

### **Daily Schedule**

7:30-8:30 am	Student arrival, parents fill out their infant's daily needs and service plan
8:30am-5:00pm	Daily schedule is followed according to daily plan submitted by parents Diapering every 2 hours or as needed Feeding every 2 hours or as needed Tummy time scheduled according to daily plan submitted by parents Mobility exploration scheduled according to daily plan submitted by parents
5:00-5:30pm	Parent Pick Up

## **Older Infants - Daffodil Room**

### **Infant Needs and Services Plan**

Service needs of infants that are different from normal processes will be included as needed.

Scheduling of additional meetings will be included as needed.

## **Feeding and Food Plan**

Please provide all food, drinks, and snacks for your child, cut up ready for your child to eat. CDCC does not provide meals or snacks for children in the infant classes. Please clearly label the lunch box and provide an ice pack as lunch boxes are not refrigerated. CDCC provides water indoors and outdoors. Food plan will be updated on a quarterly basis or as often as the parent wants or as necessary to reflect changes in the child's diet. Parents are required to notify the center and update the feeding plan or the teacher each time the food plan changes.

Breastfeeding mothers are allowed access to the school at any time, please set up a schedule with your child's teacher.

All bottles must be brought to school clearly labeled and ready to feed your baby. Please place all bottles in your child's box in the classroom refrigerator. Bottles will be emptied if not finished in one feeding and returned to the refrigerator for you to take home and sanitize at the end of each day. If you would prefer to have bottles of unfinished breastmilk returned at the end of the day, please complete the Feeding Plan Addendum. Cliff Drive Care Center will provide Enfamil Infant formula in case of emergencies, or your child needs extra feedings in a school day.

## **Sleep Plan**

Older infants have a designated time set aside for nap at approximately 12-2pm. Developmental readiness for one daily nap is a required milestone for the older infant class.

## **Diapering/ toilet training**

Please provide adequate diapers and wipes for your child. Please provide adequate diapers for your child. Cliff Drive Care Center provides Kirkland wipes. If you prefer your child uses other wipes, please provide them. We will notify you via the Brightwheel app if more diapers and wipes are needed. We will notify you via the Brightwheel app if more diapers and wipes are needed.

When your infant is ready to begin toilet training, a written plan will be developed by the parents and director specific to your child including methods of toilet training.

## Change of clothes

Please provide multiple weather appropriate changes of clothes for your child in their cubby boxes. We may spend time in messy play, water play, and outdoors play at any time.

### Daily Schedule

7:30-8:30 am	Student arrival, parents fill out their infant's daily needs and service plan
8:30-9:00 am	Outside free play for large motor development
9:00-9:30 am	Diapering and morning snack
9:30-10:00am	Story and song time
10-11:00am	Outside/inside activities: fine motor development - art, puzzles
11:00-11:30am	Lunch
11:30am-12:00pm	Diapering and story time before nap
12:00-2:00pm	Nap
2:00-3:00pm	Wake up, diapering, snack
3:00-4:00pm	Outside free play for large motor development
4:00-5:00pm	Diapering, snack, inside activities
5:00 -5:30pm	Parent pick-up



## **Addendum: Preschool and PreK Programs**

Our Preschool and Prekindergarten programs care for children ages 2-5 years.

### **Teachers**

Teachers are qualified to teach with a minimum of college level classes in Early Childhood Education including: Child, Family, and Community; Child, Growth, and Development; and a class in ECE observation and curriculum.

### **Classroom Placements and Transitions**

Typically the start of our academic school year aligns with the Santa Barbara School District. This is when children will move to their new classrooms. We highly value the development of long term relationships and try for the least amount of transitions as possible. Most students will spend the entire year in their classroom, but some may transition at Christmas, at the beginning of the summer, or at other times. Upon enrollment Parent/Guardian will complete ASQ3 Ages & Stages Questionnaire to provide Cliff Drive Care Center with information on your child's development. The High Scope Assessment tools will be used by teachers periodically to help in creating appropriate curriculum to meet the children's needs. Parents shall complete the Identification and Emergency Information and Physician's Report forms every fall.

### **Drop off and pick up:**

- Children are highly encouraged to be dropped off prior to 8:30 am, in order for them to enjoy the full benefit of the program and learning activities before lunch and nap time.
- A teacher will complete a health check for your child.
- Please avoid picking up between 12:30-2:30 pm to prevent interruption of nap time.
- If you need to drop your child off after 10:00 am, due to an emergency, doctor appointments, or other unforeseeable circumstances, we ask that you call the center to let us know beforehand.
- Please provide your child with lunch and a water bottle daily
- Cliff Drive provides the morning and afternoon snacks
- Please provide multiple weather appropriate changes of clothes for your child in their cubby boxes.
- If your child runs out of diapers we will notify you through the brightwheel app if more diapers are needed
- Cliff Drive will provide wipes for your child
- We do provide half day child care, and as such children must be picked up by 12:30 pm or a "late pickup fee" of \$5.00 will be assessed.

- Full day pickup is no later than 5:30pm
- **Please sign your child in and out of school using the brightwheel app. There will be a \$5 charge if you fail to do either of these.**

Please label everything your child brings to school, we are not liable for lost or damaged items brought from home. The director and staff shall attempt to safeguard personal belongings, but shall not be responsible for lost or broken items. Please put the child's name on all clothing and personal belongings. No toys are to be brought to school from home.

### Sample Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning</b>	¼ Cup Vanilla Yogurt 2 Graham Cracker Squares ¼ Cup Peaches	1 oz String Cheese 4 Crackers ¼ Cup Baby Carrots	½ Hard Boiled Egg 4 Crackers ¼ Cup Cantaloupe	1 Tbsp Almond Butter 4 Crackers 2 Apple Slices	¼ Whole Wheat Bagel 1 Tbsp Cream Cheese 2 Strawberries
<b>Afternoon</b>	¼ Cup Pretzels 1 oz Cream Cheese ¼ Cup Raisins	1 Granola Bar ½ Banana	¼ Cup Pinto Beans 4 Oz Tortilla Chips ¼ Cup Watermelon	2 oz Tuna Salad 4 Crackers ¼ Cup Baby Carrots	¼ Cheese Quesadilla ¼ Cup Pears

All snacks are served with a choice of 5oz of milk or water.

### Preschool

Our Preschool aged children are divided up into four classes by age. Our aim in these classes are to create a loving and safe environment built around stable routines, positive learning experiences, and consistent consequences. We create a space which is safe in three ways: emotionally safe, prompting feeling identification and developing positive self-respect; physically safe, allowing kids to exercise their muscles and develop fine motor skills through hands-on projects and tasks; and spiritually safe, building a solid understanding of God's love.

For this age, we strive to develop positive associations with a learning environment. We start laying the foundation for a familiarity with numbers and letters, as well as a basic understanding of ideas such as matching and building, while continuing to encourage language skills and emotional self-awareness. Our environments encourage self-respect and respect for others from an early age.

### Classes PS 1 & PS 2

2- 3 year olds are at a Ratio of 8:1

### Classes PS 3 & PS 4

3-4 year olds are at a Ratio of 10:1



## Preschool Daily Schedule

### Morning Schedule

- 7:30-8:30 Children Arrive. Table games, blocks, housekeeping, etc.
- 8:30 Clean up toys. Transition to Classrooms.
- 8:30-9:00 Circle Time, Attendance, Greetings.
- 9:00-9:50 Snack Time, Playground Activities, Tricycles, Development of Gross Motor Skills
- 9:30 Diaper Changes/Bathroom as needed.
- 9:50-11:00 Class time according to age groups.
  - Wednesdays 10:15-10:45 Chapel
- 11:00-12:00 Bathroom, Wash Hands, Pray, Lunch, Outdoor Activities

### Afternoon Schedule

- 12:00-12:30 Transition to Naptime. Diaper Changes, Bathroom, Wash Hands, Read Books.
- 12:30-2:30 Naptime. Soft music played, back rubs, rest time.
  - 2:00-2:30 Children who have outgrown nap get up for quiet play.
- 2:30-3:00 Wake Up, Diaper Changes, Bathroom, Snack
- 3:00-4:00 Outside Play Activities, Sensory Play, Art Projects, Stories, Tricycles, Gross Motor Skills, Garden Time
- 4:00-4:30 Clean Up Toys, Songs, Afternoon Circle Time, Diapers and Bathroom.
- 4:30-5:30 Inside Time, Stories, Music, Quiet Games, Parent pick up.

## Pre-Kindergarten

Our Pre-Kindergarten classes are divided up into two classes. We aim to prepare children socially, emotionally, cognitively, physically, and spiritually for the kindergarten classroom.

Socially, we hope to foster an environment where children learn how to be a good friend, how to address relational problems directly, how to respect themselves and others, and how to be part of a group.

Emotionally, our goals are a sense of self-respect, a recognition of respect for others, and consistent efforts made towards an awareness of one's own feelings.

Cognitively, our program seeks to introduce numbers, letters, shapes, and a basic understanding of parts of our environment and our society. We practice writing skills such as name tracing and journaling. Our creative processes, such as building, dress-up, arts and crafts, and story-telling, also stimulate the brain and develop a capacity for imaginative thinking. Our intentionally creative spaces include an outdoor classroom, where children can let curiosity lead the way.

Physically, our wide range of activities such as garden play, crafts and art projects, toys, puzzles, climbing and sliding, developing both large and small motor skills.

Spiritually, we work to lay a foundational understanding of God's love as constant, God's Word as true, and God's house as safe and welcoming.

To prepare pre-k students to be ready for a kindergarten environment, we create a familiarity with a classroom environment and with numbers and letters. We work with your child to develop an ability for sustained attention, the capability to grasp and relate details in an anecdote, and an ability to listen to and follow directions.

### Classes PK1 & PK2

4-5 year olds are at a Ratio of 12:1



### Pre-Kindergarten Daily Schedule

#### Morning Schedule

7:30-8:30 Children Arrive. Table games, blocks, housekeeping, etc.

8:30 Clean up toys. Transition to Classrooms.

8:30-9:30 Circle Time, Attendance, Greetings.

9:30-10:45 Bathroom, Wash Hands, Pray, Snack Time, Playground Activities, Tricycles, Development of Gross Motor Skills and Social Skills

Wednesdays 10:15-10:45 Chapel

10:45-12:00 Class Time: Songs, Art, Stories, Themed Activities.

#### Afternoon Schedule

12:00-12:30 Bathroom, Wash Hands, Pray, Lunch.

12:30-2:30 Naptime. Soft music played, back rubs, rest time.

2:00-2:30 Children who have outgrown nap get up for quiet play.

2:30-3:00 Wake Up, Bathroom, Snack

- 3:00-4:00 Outside Play Activities, Sensory Play, Art Projects, Stories, Tricycles, Gross Motor Skills, Garden Time
- 4:00-4:30 Clean Up Toys, Songs, Afternoon Circle Time, Diapers and Bathroom.
- 4:30-5:30 Inside Time, Stories, Music, Quiet Games, Parent pick up.

## Addendum: School Age Program

Our School Age Programs serve children from entry in elementary school through their graduation from elementary school.

### Teachers

Teachers are qualified to teach school age children with college level classes in subjects which may be of interest or applicable to the supervision of school age children.

### Sample Menu

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning</b>	4 oz Vanilla Yogurt 2 Whole Graham Crackers ½ Peach	1 oz String Cheese 6 Crackers ¼ Cup Pineapple	1 Whole Hard Boiled Egg 6 Crackers ¼ Cup Cantaloupe	2 Tbsp Almond Butter 6 Crackers 1 Apple	1 Whole Wheat Bagel 1 Tbsp Cream Cheese 4 oz Strawberries
<b>Afternoon</b>	¼ Cup Pretzels 2 oz Cream Cheese ¼ Cup Grapes	Granola Bar 1 Banana	¼ Cup Pinto Beans 6 oz Tortilla Chips ¼ Cup Watermelon	4 oz Tuna Salad 6 Crackers 1 Plum	½ Cheese Quesadilla 1 Pear

All snacks are served with a choice of 5oz of milk or water.

## After School Program

Our After School Program is shaped around providing a physically, socially, emotionally, and spiritually safe place for children in transitional kindergarten through the end of 6th grade. Healthy snacks, arts and crafts, sports equipment, and outdoor play spaces engage the body and the imagination. Homework times and homework help encourage academic development. Our 14-1 child-to-adult ratio and our small size (24 children) allow for one-on-one academic coaching. Chapel and the integration of Biblical stories provide opportunities for spiritual growth. We intentionally teach empathy and lead children through conflict

resolution. We build a cooperative environment, actively working against exclusion or playground power dynamics, teaching children how to work through these situations and put themselves in other people's shoes. Cliff Drive is much more than a place to be after school; it's a place to thrive and actively learn. We are a fully state-licensed program, and we offer after school pick up from Adams, Monroe, and Washington Elementary. Intentional schoolwork time with homework assistance available. We follow the Santa Barbara School district calendar and pick up children at the appropriate time and are open on some of the minor Holidays that schools are closed. Parents are responsible for communicating to the teacher your child's specific homework needs. Every fall, the parent shall complete the updated Identification and Emergency Information and, with the child, complete the Acceptable Use Policy for the Internet.

### **Drop Off and Pick Up**

Drop off and pick up: Children are picked up from Adams, Monroe, and Washington Elementary according to school schedule. Pick up is no later than 5:30pm, and a "late pickup fee" of \$5.00 will be assessed.

Failure to call fee:

CDCC is on a tight schedule at school pick up times. Each school has three different release times every day. If CDCC is scheduled to pick up your child from school, we will not leave the school until we have confirmation from the school or you that your child was absent or you picked them up. This will cause us to be late to pick up other students. Please remind your child to come straight out to the pick up point at their school. If your child does NOT need to be picked up by the CDCC van for any reason please let us know by the Brightwheel app or a text message at least 1 hour before pick up time. A failure to call fee of \$5 will be charged every time this does not happen.



### After School Daily Schedule

2:00-3:30pm- Arrive at Cliff Drive, depending on your grade, check-in, free play, and table activities.

3:30-4:00pm- Clean Up, group time: attendance taken, wash hands, snack.

4:00-5:00pm- Homework time upstairs

5:00-5:30pm- Outside free play, pick-ups

### Wednesday

1:30-2:00pm- Arrive at Cliff Drive, check-in, and attendance taken.

2:30-3:30pm- Free Play and activities

3:30-4:00pm- Clean up, wash hands, snack.

4:00-5:00pm- Homework time upstairs

5:00-5:30pm- Outside free play, pick-ups



## Summer Camp

At our CDCC summer camp for our elementary school age children, we continue summer learning in active, exploratory, and safe ways. Every year, we plan a variety of new and exciting adventures, a mix of fun, learning, and exploring. We want Santa Barbara children to know their city and their environment better, to develop large and small motor skills, to find their own creativity, and to learn how to thrive socially. Incorporating both fun field trips as well as on-site activities such as cooking and crafts, we provide variety and new learning opportunities each day.

Open for elementary school age children through the end of 6th grade our summer hours start at 7:30 am and close at 5:30 pm. Our beach day schedule may change if the weather is very foggy.

Join us for a fun, safe, and engaging summer.

Please check our website for our current schedule of field trips. Teachers will communicate any changes for the daily schedule to parents in the Brightwheel app. Please ensure that notifications are turned on for you to receive correct and timely information.

### Drop off and pick up

Children are highly encouraged to be dropped off prior to 9:30 am, in order for them to enjoy the hands-on learning activities and to leave promptly for field trips. If children arrive after the group has departed for a field trip, it is the parent's responsibility to contact the teachers and drop them off at the field trip location. There is no alternate care at Cliff Drive on field trip days if a child does not want to attend a particular activity. Pick up is no later than 5:30pm and a "late pickup fee" of \$5.00 will be assessed.

The parent shall complete the updated Identification and Emergency Information at the beginning of the summer camp program.

## Summer Camp Daily Schedule

Exact daily schedules are determined by the daily activities and field trips. Please refer to the summer calendar for activities and watch the Brightwheel app to stay up-to-date on any changes to the schedule. Summer Camp takes field trips to local sites throughout the week. Please refer to both the printed schedule provided at the beginning of the summer and to updated Brightwheel messages for the most updated daily schedule.

In general, Summer Camp follows this daily schedule:

7:30-9:00am- Children arrive, free play, and table activities.

9:00-9:30am- Wash hands, morning snack, sunscreen time.

9:30- 9:45am- Bathrooms, morning meeting, attendance.

9:45-10:00am- Load up the vans, leave for the field trip. Field trips are local and different every day.

10:00am- *There is no alternate care at Cliff Drive if you miss the field trip.*

12:00-12:30pm- Wash hands, lunch, reapply sunscreen.

12:30-2:30pm- Field trip activities

2:30-3:00pm- Arrive back at Cliff Drive, unload vans.

3:00-3:30pm- Wash hands, snack, reapply sunscreen.

3:30-5:00pm- Planned activities, games, or crafts. These might be inside or outside. (*Wednesday Chapel*)

5:00-5:30pm- Clean up, quiet activities, pick-ups.



## Addendum: COVID-19

\*Revised COVID-19 Daily Schedules for each program can be found at the bottom of this addendum.

### Cliff Drive Care Center COVID-19 Family Procedures

Updated: January 23, 2023

Here at CDCC, we want to support you and your family. While guidelines have relaxed, there may be additional changes in the future, including but not limited to precautions or requirements instituted by the CDC, the County of Santa Barbara, or the State of California. It will continue to be our practice that we will keep you informed primarily through the Brightwheel App, so please make sure your notifications are turned on and monitor this line of communication regularly.

At this time, we will be returning to our pre-COVID schedule for the day to day operations of our school. This change will mostly affect our preschool programs. The new daily schedules are attached.

All parents and family members are welcome to enter the school at both drop off and pick up, but if it is easier for you we are still able and willing to assist you at the gate with either drop off or pick up.

In line with CA Dept of Public Health's COVID-19 Guidance for Child Care Programs dated October 2, 2022 <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Child-Care-Guidance.aspx> COVID exposure is defined as a person who has spent more than a cumulative total of 15 minutes (within a 24 hour period) in the same indoor airspace as someone with COVID-19.

Masks are no longer required at Cliff Drive unless there is a known COVID exposure. It is important to note that no one can be **prevented** from wearing a mask as a condition of participation in an activity or entry into our child care facility.

In this time of relaxing procedures, we may see more illness spreading; however, we will always seek to keep your children as safe as possible. In all of this, it is our goal to keep everyone free of the virus. To accomplish this, we need your help and cooperation as we navigate these new protocols.

**For the welfare of everyone, it is your responsibility to keep your child home and notify us if they are sick.**

### **Illness and Exclusion Policy:**

We are required to maintain a high standard for our Illness and Exclusion Policy. While COVID-19 symptoms are not exclusive to COVID-19, we are required to treat all symptoms on the COVID-19 lists as possible COVID-19 illness. Students will be excluded from school if they have any COVID-19 symptoms and will be required to provide proof of a negative COVID test before returning to school.

- Fever or chills
- **Cough**
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches
- New loss of taste or smell
- Sore throat
- **Congestion or runny nose**
- Nausea or vomiting
- Diarrhea



We will be following the Santa Barbara Public Health and CDPH guidelines as outlined in the link:  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>

**If your child has been exposed to COVID 19 and has absolutely NO symptoms at all:**

- **And your child has had a COVID infection within the last 30 days.** Your child may attend school and COVID test on day 5 with a negative result. Your child will wear a mask at school for 10 days from exposure except for nap and meal times .
- **And your child has not had a COVID infection within the last 30 days, you have three choices.**
  - A. Your child can stay home for 10 days after exposure and not test or wear a mask upon return to school.
  - B. Your child can stay home from school and COVID test on day 5 if the result is negative your child can return on day 6. Your child will wear a mask at school for 10 days from exposure except for nap and meal times.
  - C. Or your child can attend school every day but they will need to have proof of a negative COVID test every day before entering the facility until day 6. Your child will wear a mask at school for 10 days from exposure except for nap and meal times.

Cliff Drive Care Center will accept at home antigen tests in one of two ways:

- 1) Bring the test to school and a teacher will observe you administering the test for your child at school.
- 2) You can label the test, video yourself administering the test for your child and the results, and send the video to either [jenny@fmcsb.org](mailto:jenny@fmcsb.org) or the work cell 805-453-3403.

If your child has nasal symptoms caused by an allergy, you must bring a note from your Doctor which clearly states your child's symptoms are due to allergies.

**If your child is actively sick with any condition other than COVID-19 please keep your child at home until their symptoms are resolving and they have been fever free without medication for at least 24 hours.**

All children's health will be monitored throughout the day, and they will be encouraged to tell a teacher if they do not feel well. You will be contacted to pick your child up immediately if they develop a fever or other symptoms during the school day. We also ask that you please keep us informed of any illness that develops at home.

**All other current policies regarding billing, enrollment, and school procedures remain in effect.**

We encourage you to share age-appropriate information with your child(ren).

- Centers for Disease Control COVID-19 Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Santa Barbara County Health Orders: <https://publichealthsb.org/health-officer-orders/>
- Current State of California Mask Orders: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

