

RBCPC Preschool Vacation and Holiday Schedule  
2011-2012 School Year

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September 6	Preschool Classes Begin
November 11	Veteran's Day Observance
November 21 - 25	Thanksgiving Break
December 19 - January 2	Christmas Break
January 3	School Resumes
January 16	Martin Luther King Day Observance
February 20-24	Preschool Closed (President's Week)
April 2-6	Spring Break
May 28	Memorial Day Observance
June 4-8	Preschool Classes End

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YOUR RECORDS**



Rancho Bernardo Community Presbyterian Church  
 Early Childhood Education Ministries  
 17010 Pomerado Road  
 San Diego, California 92128  
 (858) 487-0824

**For Office Use Only**  
 Profile Code: 12-2, 12-3, 12-4  
 In Shelby:  
 In Excel:  
 Allergy:

**Admission Agreement**  
**2011-2012 School Year**

Child's Name \_\_\_\_\_

**School Calendar:**

- The first week of Preschool will start on Tuesday, September 6, 2011. The last week of Preschool will be June 4-8, 2012.
- The Preschool closely follows the Poway Unified School District school year calendar, observing similar holidays and vacation periods. A full schedule of observed holidays and vacations will be provided to parents at the beginning of the Preschool year.

**School Days/Hours:**

**Two Year Olds:**

- |  |  |
|--|--|
| <input type="checkbox"/> Monday /Wednesday | 8:30-10:00 or 10:30-12:00 (These classes extend to 1.5 hours in January) |
| <input type="checkbox"/> Tuesday/Thursday  | 8:30-10:00 or 10:30-12:00 (These classes extend to 1.5 hours in January) |
| <input type="checkbox"/> Friday            | 8:30-10:30   |

**Three Year Olds:**

- |  |   |
|--|---|
| <input type="checkbox"/> Tuesday/Thursday        | 12:30-3:00 (Please note this is a 2 ½ hour class) |
| <input type="checkbox"/> Tuesday/Thursday        | 8:30-11:30 or 12:30-3:30                          |
| <input type="checkbox"/> Monday/Wednesday/Friday | 12:30-3:30  |

**Four and Five Year Olds:**

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Monday/Wednesday/Friday | 8:30-11:30 or 12:30-3:30 |
| <input type="checkbox"/> Monday – Thursday       | 8:30-11:30 or 12:30-3:30 |

**Tuition:**

- An annual, non-refundable Registration fee of \$95.00 shall be paid at the time of registration.
- Tuition fees, based on a 10 month payment schedule, are as follows:
 

<input type="checkbox"/> One Day/Two Year Olds	\$ 75.00
<input type="checkbox"/> Two Day/Two Year Olds	\$105.00
<input type="checkbox"/> Two Day /2-1/2 hour	\$170.00
<input type="checkbox"/> Two Day/3 hour	\$210.00
<input type="checkbox"/> Three Day	\$285.00
<input type="checkbox"/> Four Day	\$380.00
- **Tuition may be paid by cash, check or electronic withdrawal on a 10 month payment schedule. Tuition is due on the 1st of each month for 10 payments running from September 2010 – June 2011.**
- No tuition allowance is made for absence or Preschool closure due to natural disasters including flood, fire, earthquake, extreme weather or road conditions or other similar acts of God.
- A two week notice is required in case of withdrawal. Unused tuition will be refunded if requested in writing, provided a two week notice of withdrawal is given.

**Parent Participation:**

- Parents are welcome visitors to the Preschool.
- Parent Conferences are scheduled twice a year for three, four and five year old children. Conferences for two year olds can be scheduled on an as needed basis.

**Notice of State Rights:**

- The Community Care Licensing agency has the authority to interview clients, including children, parents, or staff, and to inspect and audit client facility records without prior consent. The licensing agency has the authority to observe the physical condition of a child, including conditions which could indicate abuse or neglect, and to have a licensed medical professional examine a child.

**First Aid:**

- Preschool Staff members may administer simple first aid treatment to my child.

(OVER)

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**Snack Policies:**

- The children will be served a snack each Preschool day. Parents are expected to periodically sign-up in their child's classroom to bring snack for their child's class.
- If a child requires a special diet, parents are asked to supply the desired food for their child's snack.
- Parents need to inform the Preschool staff of a child's allergies.
- Peanut foods are not permitted on the Preschool campus.

**Photo, Video and Contact Information Policies:**

- The Preschool Staff may take candid photographs and/or videos of children for Preschool use only. Permission to take such photographs is presumed absent a parent's written notice to the Preschool to the contrary.
- Parents may take photos and video of their child during Preschool activities, but agree to be respectful in doing so and refrain from interfering with the Preschool activities. Parents agree not to take photos or video during Chapel, as it interferes with the children's concentration.
- Parents agree that, to the extent any of their photos and videos include any Preschool children or siblings other than their own, that such photos will be used solely for personal, non-commercial, and appropriate uses.
- Many parents and staff at the Preschool enjoy sharing photos and videos of Preschool events with other Preschool parents via Internet-based sharing websites, such as Snapfish, Costco, You Tube, etc. Any parent who does NOT want pictures or video clips including their child posted on any such Internet-based sharing site agrees to inform the Preschool and the parents of each of their child's classmates of such preference via email or via a writing distributed in each class member's bucket. Permission for such posting is presumed absent such notification. Parents agree to use their best efforts to abide by other parents' stated preferences regarding Internet-based posting. All parents agree that neither the Preschool nor any parent shall be liable for any inadvertent posting.
- Room coordinators will be provided with parents' name, address, phone number and email address for use in distributed class rosters and Preschool-related activities. Permission to provide such information is presumed unless a parent notifies the Preschool in writing to the contrary.

**Forms Required by the Community Care Licensing agency (attached, keep for your records):**

- Parents' Rights (keep top portion, sign and return bottom cut-off)
- Personal Rights
- Facing the Facts, a Parent's Guide to The Understanding of Child Sexual Abuse
- Preschool Program Information

**Forms Required by the Preschool (attached, complete and return):**

- This Admission Agreement (parents are encouraged to keep a copy of this Agreement, or to request that the Preschool make a copy for them)
- Identification and Emergency Health Information Form
- Child's Pre-Admission Health History – Parent's Report
- Medical Release
- Physician's Report
- Child Blood Lead Test Compliance Form
- Photocopy of Child's California School Immunization Record showing the following immunizations: 3 polio; 4 DPT; 1 MMR; 1 HIB; 2 Hep B; Varicella; negative TB/physician-passed TB
- Electronic Funds Tuition Withdrawal Form (if electronic withdrawal is desired)

**Termination:**

- This Agreement may be terminated when the child can no longer benefit from this Preschool program as determined by the Preschool Director, Staff, Committee, or parents.

I understand the above information and agree to the terms of this Agreement.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Preschool Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**RBCPC Preschool EMERGENCY CELL PHONE (858) 583-4862**

Local Licensing Agency:

Department of Social Services, Community Care Licensing

8765 Aero Drive, Suite 300

San Diego, California 92123

(619) 467-4388

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## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

### PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: San Diego North District Office

Licensing Office Address: 7575 Metropolitan Dr. Suite 104 San Diego, CA 92103

Licensing Office Telephone #: (619) 278-3700

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

*For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

### ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

\_\_\_\_\_  
Name of Child Care Center

\_\_\_\_\_  
Signature (Parent/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.**

*For the Department of Justice "Registered Sex Offender" database go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

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# PERSONAL RIGHTS

## Child Care Facilities

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Facilities. Each child receiving services from a child care facility shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
  - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
  - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child care facilities, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
  - (6) Not to be locked in any room, building, or facility premises by day or night.
  - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Community Care Licensing  
 Mission Valley District Office Childcare  
 8765 Aero Drive, Suite 300  
 San Diego, CA 92123  
 Phone (619) 467-4388  
 Fax (619) 492-1756

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## IMPORTANT INFORMATION FOR PARENTS

### CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

#### How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

#### How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>