



Helping Families Grow Healthy Children.

# Parent Handbook

## Center Based Preschool and Toddler Programs

Funded by the California Department of Education  
and the Department of Social Services

Providing Early Care and Education  
and  
Child Nutrition Programs  
Established in 1973

Board Approved 12/15/23

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## WELCOME:

B J. Jordan Child Care Programs, Inc. DBA Beanstalk is a private, non-profit, 501(c) (3) corporation incorporated in 1977. Beanstalk was originally started in 1973 as a project under the Foundation of California State University, Sacramento and was at that time known as Community Child Care Programs, Inc. The founding Executive Director was B. J. (Betty Jane) Jordan. As a tax-exempt corporation, B. J Jordan Child Care Programs, Inc. is eligible to receive gifts, bequests, endowments, and public grants to furthering our activities.

Beanstalk receives funds from the United States Department of Health & Human Services, California Department of Social Service (CDSS), California Department of Education (CDE), United States Department of Agriculture (USDA), parent fees and private donations.

Beanstalk has in place a voluntary policymaking Board of Directors. Members represent the community at large and bring a wealth of experience and knowledge to Beanstalk. Members do not receive any monetary compensation for time or services provided. The Board of Directors has the responsibility of the general oversight of our agency.

Since 1973, Beanstalk has been providing parents with the highest quality child care available throughout Sacramento County. Eligibility based, early education and care services, are provided within Beanstalk centers and within a diverse network of select, licensed family child care providers.

The agency sponsors a food program that follows the United States Department of Agriculture (USDA) regulations for licensed and trustline providers in five counties. On a daily basis, *more than 4,000* children benefit from participation in Beanstalk sponsored programs receiving nutritious, well-balanced meals and snacks.

The Beanstalk Handbook for Parents informs participants about Beanstalk and is designed to help families understand the requirements for participating in a state-funded early childhood program and to answer some of the questions that you may have concerning the agency, as well as policies and procedures.

This handbook cannot anticipate every situation or answer every question that participants may have. Should you desire further clarification regarding any matter pertaining to practices, procedures and policies, please consult an Enrollment Coordinator, Center Supervisor and/or Management.

Parents are valued as the child's first teacher. Beanstalk believes that the parent and agency partnership provides a strong basis for future learning. Early care and education options include full day, year round services for infants/toddlers, preschoolers and school age children in family child care homes and center based programs.

We look forward to *helping families grow healthy children.*

## **MISSION STATEMENT:**

Beanstalk's mission is to provide children and families with high quality care, education and nutritional programs in centers and family child care homes that are safe, affordable, culturally and linguistically responsive.

## **PROGRAMS:**

### **FULL DAY TODDLER EARLY LEARNING CENTERS & LOCATIONS:**

**Hours of operation: 8:00 a.m.-5:00 p.m. Serving ages 2-3 years**

Natomas Toddler Program  
2800 Stonecreek Drive  
Sacramento, CA 95833  
(916) 646-1914  
License # 343605727

North Highlands Toddler Program  
3735 Stephen Drive  
North Highlands, CA 95660  
(916) 331-7943  
License# 340306413

### **FULL DAY PRESCHOOL PROGRAM LOCATIONS:**

**Hours of operation: 8:00 a.m.-5:00 p.m. Serving ages 3-5 years**

Jefferson Preschool  
2001 Pebblewood Drive  
Sacramento, CA 95833  
(916) 920-8188  
License # 340319878

Natomas Preschool  
2800 Stonecreek Drive  
Sacramento, CA 95833  
(916) 646-1266  
License # 343605727

North Highlands Preschool  
3735 Stephen Drive  
North Highlands, CA 95660  
(916) 331-0301  
License# 340306413

### **PART-DAY PRESCHOOLS:**

**AM Sessions 8:30AM-11:30AM and PM Sessions 12:45PM-3:45PM**

Crest Drive Preschool  
4700 Crest Drive  
Sacramento, CA 95835  
(916) 419-8331  
License # 343608870

Dry Creek Preschool  
1230 G. St.  
Rio Linda, CA 95673  
(916) 991-4756  
License # 343606979

Regency Park Preschool  
5901 Bridgecross Drive  
Sacramento, CA 95835  
(916) 419-6049  
License # 343613095

Ridgepoint Preschool  
4680 Monument Drive  
Sacramento, CA 95842  
(916) 332-9908  
License # 343608368

## **BEANSTALK HOLIDAYS:**

Specific holidays, or alternative days, and staff development days are approved annually by the Board of Directors. This information is available to parents prior to the start of the new fiscal year (July 1 – June 30) and during initial certifications and recertifications.

Days on which the agency is closed, often include, but are not limited to: New Year's Day, Martin Luther King Jr. Birthday, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after and Christmas Day.

Beanstalk centers may have additional days for closure &/or early closures due to staff in-services. Parents will receive minimally, a 30-day written notice if /when this day is scheduled.

## **CENTER LICENSURE:**

Beanstalk centers hold a current license issued by CDSS-Community Care Licensing (CCL). A copy of their license is posted in a prominent place of business. The license designates the specific age range and capacity. All programs are monitored and inspected by CCL and reports are posted for parents. In the event of a licensing citation, documentation of the issued licensing citation, along with the clearance letters are available to the parents on site.

## **INSPECTION AUTHORITY:**

(Department of Social Services, Community Care Licensing Division)

Any duly authorized officer, employee or agent of the department, may upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services during the center's normal business or any time that services are being provided with or without advanced notice, to secure compliance with, or to prevent violation of this act or the regulations adopted by the department.

The Department has the authorization to interview children or staff, and to inspect and audit and copy child or child care center records on demand during normal business hours.

The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement.

## **OPEN DOOR POLICY:**

Beanstalk centers follow an open door policy. Each enrolled parent may visit your child's center, unannounced, to observe your child at any time during operational hours.

The program is based upon a partnership with parents, staff and providers. Parents are highly encouraged to participate in their child's daily activities whenever possible.

**RATIOS:**

Adult to child ratios are planned for in advance and followed for each age group based on Title 5 regulations.

Preschool: 1 adult for every 8 preschoolers

Toddlers: 1 adult for every 4 toddlers  
(2-3 years)

**PROHIBITION OF RELIGIOUS INSTRUCTION / WORSHIP POLICY:**

The Providers/Beanstalk centers refrain from religious instruction and/or worship.

**CONFIDENTIALITY OF RECORDS:**

The use or disclosure of all information pertaining to the child and his/her family (except as required by law) shall be restricted to purposes directly connected to the administration of the program. The contractor shall permit the review of the family data file by the child's parent(s) or the parent's authorized representative, upon advance request and at reasonable times and places. No information about children or families shall be given out by anyone in the program without first obtaining the written approval of the enrolling or certified parent or guardian. Exceptions require the approval of the Executive Director or in his/her absence a designee.

**EQUAL ACCESS (ADA):**

Beanstalk complies with the Americans with Disability Act (ADA) of 1990 which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines pursuant to ADA.

**NON-DISCRIMINATION STATEMENT:**

Beanstalk meets all applicable state, federal and local guidelines and laws. No person shall on the basis of ethnic group identification, religion, age, gender, sexual orientation, gender identity, color, race, ancestry, national origin, mental or physical disability be unlawfully denied the benefit of or be unlawfully subjected to discrimination under any program or activity.

Beanstalk strives to provide services to children with disabilities when reasonable accommodations do not create an undue hardship. The parents are encouraged to provide Beanstalk with information such as the Individual Education Plan (IEP) and Individual Family Service Plan (IFSP) so we can better serve the child. This information allows staff to support the unique developmental needs and goals established for the child.



## **STAFF QUALIFICATIONS AND STAFF DEVELOPMENT:**

All Beanstalk centers' supervisors and teachers hold the appropriate credential/child development permit issued by California Commission on Teacher Credentialing. They also maintain current Adult & Pediatric CPR & First Aid. All staff have been fingerprinted, have had a comprehensive background check conducted by the California Department of Justice (DOJ) and the Child Abuse Central Index (CACI), a Tuberculosis (TB) clearance, pre-employment physical examination, measles and pertussis immunizations and a thorough reference check. before working with children. All staff also complete ongoing Mandated Reporter, Integrated Pest Management and Sexual Harassment Prevention trainings. Beanstalk offers competitive salaries and rich benefits to help attract and retain the best employees.

Our staff are culturally and linguistically diverse to reflect the diversity of the children and families in our programs.

Beanstalk's plan for staff development includes, but is not limited to:

1. New employee onboarding and orientation to guide them in understanding how agency policies and practices relate to respective job descriptions and responsibilities
2. Support of continuous professional learning by assessing the training needs of staff, providing one-on-one coaching and mentoring, in-service trainings, professional development activities, attendance of local and regional conference and educational reimbursement
3. Job performance review and annual goal setting
4. Internal communication system for staff through meetings, visits, email, texts, etc.
5. Ongoing overview of Beanstalk's fiscal & program development, parent and employee survey responses, Board of Director meetings and visits, etc.

## **MANDATED REPORTER:**

Beanstalk staff are mandated reporters who are required by law to report any known or suspected child abuse or neglect to the appropriate authorities. This abuse includes physical abuse, sexual abuse, emotional abuse or neglect. Mandated reporters must only have reasonable suspicion that a child has been mistreated; no evidence or proof is required prior to making a report. The case will be further investigated by law enforcement and/or child welfare services.

## **PHILOSOPHY, GOALS AND OBJECTIVES:**

### **PHILOSOPHY:**

Beanstalk programs are designed to meet the emotional and developmental needs of all children. Programs provide experiences that support and enrich each child's cognitive, language, social-emotional, and physical development.

Daily schedules offer opportunities for children to create, learn concepts, problem solve, practice small and large muscle skills and acquire independence. Children learn and become school ready through meaningful, interaction with peers and adults, and exploration with materials and activities relevant to their own experiences.

A variety of teacher directed and child directed activities take place daily indoors and outdoors that are responsive to individual differences in children's abilities, learning styles and interests.

### **GOALS AND OBJECTIVES:**

To provide high quality early care and education and health and nutrition services to children and their families that are responsive to their physical, social, developmental, linguistic and cultural needs.

To provide safe, healthy and nurturing environments.

To provide programs that reflect best practices that are developmentally appropriate and welcoming environments for all children and their families, including children with special needs and dual language learners.

To engage with families and the community to establish partnerships based on mutual trust and respect, that support the education and well-being of children.

To ensure children have nutritious meals and snacks that are culturally and developmentally appropriate during their time in the program.

To ensure that all children are making progress in the domains of physical, cognitive, language and social-emotional development.

To provide parenting education as well as to model appropriate practices.

To actively involve parents through participation in the Parent Advisory Committee, the program self-evaluation process, parent conferences and meetings, volunteering opportunities and other program special events and/or activities.

To provide inclusive environments where educational and social opportunities for children are individualized and guided by assessment and planning through ongoing communication and collaboration with families and community partners.

To establish partnerships with the community to be able to access all available health and social services/resources to support the diverse and unique needs of the families we serve.

To promote child advocacy and to provide representation at community events.

To maintain sound policies, procedures and systems that promote effective program management to benefit all children, families, providers and staff.

To maintain ongoing program planning and continuous program improvement.

## **FAMILY ENGAGEMENT AND STRENGTHENING:**

Beanstalk feels strongly that partnerships between parents, families, and the program is critical to the success of each child. We ensure that there is effective, two-way ongoing communication between our staff and parents daily and throughout the program year to share information informally about your child's day and their progress of development and learning. We respect and value that parents are their child's first teachers. The agency offers a variety of ways for families to engage in their child's program. We have an open door policy that encourages parents and families to participate in their child's daily activities whenever and as safely as possible.

Parents are encouraged to participate by: attending initial and annual orientation; taking part in the semi-annual parent conferences; attending parent educational meetings and parent and family events; volunteering; sharing something special about their family's culture or traditions; completing and returning the Annual Parent Survey and becoming a member of the Parent Advisory Council (PAC).

Parent Advisory Council (PAC) members 1) represent the interest of enrolled participants by sharing information between staff and parents concerning their child's progress, 2) advise and/or make recommendations on issues related to families and children, 3) provide ideas on topics for workshops, and 4) build and support parent involvement and networking.

To become involved in the PAC, contact the Center's Supervisor.

## **HEALTH AND SOCIAL SERVICES:**

Beanstalk provides resources and referrals to families based on their health and social service needs. Our enrollment intake forms ask families about the child and family's overall well-being and includes an opportunity for parents to request any resources and referrals, especially with health and social services components. If families need information and/or services, our staff will:

1. Identify the needs of the child and family for health or social services and/or any other services.

2.Document and provide referrals or resources through the community such as: local school districts, Alta Regional, Warmline, Child Action, etc. when identified.

Beanstalk collaborates with the local resource and referral agencies to provide services to families.

3. Follow-up with the parent within 30 days to ensure their needs have been met.

Beanstalk provides parents, during initial certification and mid-year a community resource list of agencies providing health, social services, counseling and other appropriate services for families.

Please contact your Enrollment Coordinators or your Center Supervisor with any referral/resource needs.

### **COMMUNITY INVOLVEMENT:**

Beanstalk partners with and seeks support from the community in order to access information, resources and referrals to meet each family's unique needs. The agency identifies each families' needs at the time of enrollment, recertification and as needed thereafter. Based on their responses, resources and/or referrals are provided to the parent to appropriate agencies in the community based on the needs. The agency follows up timely with each family to ensure that their needs have been met.

Beanstalk partners with the Sacramento Food Bank for donated diapers and pull ups that are provided to families on a monthly basis.

### **EDUCATIONAL PROGRAM:**

All Beanstalk classroom environments are created and maintained to be clean, safe, and inclusive and provide access to a variety of enriching learning materials that appeal to a variety of interests and reflect the rich diversity of our children and families. All preschool classrooms have the following learning centers: blocks, dramatic play, math and manipulatives, science, books, music and movement, sensory and outdoors. Children learn through meaningful play in learning centers and group activities through interacting with peers and adults, and actively exploring the learning materials and books.

Parents are respected as the primary and most important provider of care and education for their children. Beanstalk encourages parents to partner with teachers through consistent communication and sharing to better support their child's development and educational needs. Beanstalk strives to teach children to become creative, confident, and caring critical thinkers.

Beanstalk centers implement the Creative Curriculum for Preschool and the Creative Curriculum for Infants, Toddlers and Twos. As a content-rich, research-based, developmentally appropriate curriculum, it encourages inquiry, exploration, and discovery to build the academic and social-emotional skills needed for kindergarten and beyond. Children participate in studies, which are project based investigations of topics that are familiar and interesting to children. When children engage in a study, they have the opportunity to ask questions, investigate the topic, and use higher-level thinking and process skills. Family members are invited and encouraged to become involved in the study. From opportunities to lend materials from home to sharing personal stories and experiences, families can engage and become involved in many ways even if they're unable to come into the classroom.

## **NUTRITION SERVICES:**

Food, nutrition and exercise are important elements to the well-being of a child's health and early care and education programs. Meals and snack served in Beanstalk centers often provide the majority of children's daily nutrition. A variety of nutritious foods that are culturally and developmentally appropriate are provided and meet the nutritional requirements specified by the federal Child and Adult Care Food program. Throughout the day, children have unlimited access to drinking water.

Children are encouraged to try all foods that are offered (excluding food that cause allergies or have cultural or religious restrictions). Beanstalk centers do not use or promote the use of food to punish or reward children's behavior. Children are not forced to eat or drink.

Beanstalk centers ensure that the food groups including grains, protein, fruits, vegetables and dairy are offered. We offer a variety of healthy and fresh foods including seasonal fruits and vegetables delivered weekly. Meals are cooked on site or delivered from a nearby center. Menus are planned ahead and posted at least a week in advance in order for parents to be informed about food served at the center.

Full-Day programs serve breakfast, lunch and afternoon snack.  
Part-Day programs serve snack only.

Beanstalk's Food Program is a sponsor of a United States Department of Agriculture (USDA), Child and Adult Care Food Program (CACFP). All foods served meet USDA requirements for meal components, meal patterns and age appropriate serving sizes. Funding prohibits charging a fee for meals or snacks served to children.

Parents who have children with food allergies, cultural and religious restrictions and strong food dislikes shall advise the Beanstalk staff. Each program maintains and post a list of any children with food allergies. Substitution of food should be discussed with the center supervisor. Beanstalk will provide a substitution for any food that children are allergic if the allergy is medically documented. Children with food allergies must also have a written care plan that is provided prior to the child starting in care with a list of the food(s) to which the child is allergic and steps that are taken to avoid that food and directions for the use of any prescribed medications. Parents must provide any necessary medications, documentation and training to Beanstalk's center staff before the child's first day of attendance.

## **SUPPLEMENTAL OPTIONAL SERVICES:**

No optional services are provided

## **AGES & STAGES QUESTIONNAIRES (ASQ)-SCREENING:**

The first 5 years of your child's life are very important because this time sets the stage for success in school and later in life. Beanstalk understands that early detection and connection to services lead to best outcomes for children with developmental or behavioral challenges. Beanstalk offers parents a reliable, effective and parent-completed screening tool called ASQ and ASQ-SE to screen young children for developmental delays. Parents complete the screening tools by answering simple questions about their child's development and activities the child can and cannot do. The results are then discussed with the parents so that further developmental support, referrals, and/or assessment can be provided if needed.

## **DESIRED RESULTS DEVELOPMENTAL PROFILE (DRDP)– ASSESSMENT:**

Beanstalk implements the Desired Results Developmental Profile (DRDP) assessment system for each child who is enrolled in the program for at least 10 hours per week. Each child is initially assessed between 60 and 90 days from the first day of attendance and at least once every 6 months thereafter. This will include two individual conferences with the parents per year. All children, those with Individual Educational Plans (IEP) and those without IEPs, are assessed using a Desired Result Development Profile (DRDP) 2015 assessment tool.

If a child has exceptional needs, the DRDP shall be completed, even if that child is enrolled less than 10 hours per week, with any necessary accommodations and adaptations and submitted as directed by CDE and CDSS.

The DRDP is an evidence-based child assessment/observation tool of a child's five domains of development such as: physical, cognitive, social and emotional development that is used to inform teachers, providers and parents about the child's developmental progress and used to inform curriculum planning. Staff gather children's work samples, observations, photos of children engaged in learning and other information to complete the assessment. Staff maintains an electronic portfolio for every child assessed. The DRDP process encourages input from parents too. A Child Developmental Progress forms is completed reflecting the child's strengths, areas to support their growth and development and the program and home strategies. Parents are given the opportunity to review DRDP findings and the Child Developmental Progress form with agency staff during the twice annually parent conference. Each child's goals and strategies are also established. The results from the DRDP are collected individually and as a group and used to develop curriculum plans that support each child's growth and development for optimal learning. We also offer activities to help parents support their child's learning and development at home.

## **DESIRED RESULTS PARENT SURVEY:**

Beanstalk understands that high quality programs encourage parent and family engagement and involvement. Families play an important role in the success of our program. The agency offers a variety of ways for families to engage in their child's program. One important way is to provide feedback about the program your child attends. The Desired Results Parent Surveys are distributed and collected annually by mailing hardcopies with paid postage via US Postal mail, electronically via email and on our website to families. These methods give family's choices on what is convenient for them. They are collected and results are analyzed. Parent responses are completely confidential. The agency uses the results to help identify areas of strength and areas that may need improvement in order to improve the services provided to children, families and providers. If there are any questions, concerns and/or needs that a family has, please contact your Coordinator.

## **ENVIRONMENTAL RATING SCALES (ERS):**

Maintaining safe, healthy and learning indoor and outdoor environments is Beanstalk's highest priority. All preschool classrooms have an Early Childhood Environment Rating Scale (ECERS)-Revised Edition completed on their program annually as part of the agency's self-evaluation process. Classrooms that serve younger two's have an Infant and Toddler Environment Rating Scale (ITERS)-Revised Edition completed on their programs.

These instruments are used to assess the program quality of the learning environments and health and safety practices for children. CDE and CDSS require programs to meet a minimal average of "Good" on each subscale that is a rating of 5 (out of a possible score of 7). Our management use the results to support each program and to modify and improve the classroom environment and practices through technical assistance and training.

## **PROGRAM SELF-EVALUATION PROCESS:**

California Department of Social Services (CDSS) and California Department of Education (CDE) require agencies to complete an annual program self-evaluation. This allows Beanstalk to look into their systems and practices to identify areas of strength and areas of improvement to ensure alignment with current program requirements, modify practices and work collaboratively with staff, families and the Board of Directors.

The evaluation process includes information from the following sources:

- Desired Results Parent Surveys
- DRDP Assessment Tool for Children
- Environmental Rating Scales (FCCERS, ECERS, ITERS)
- Assessment of the program by staff, managers and board members
- On-going Monitoring of Programs

Key findings from the annual program self-evaluation are used to address any areas identified during the self-evaluation as needing improvement and to modify and make changes to programs for children and families. All CDSS and CDE submission requirements are due June 1st.

Beanstalk is committed to a process of continuous program quality improvement including contributions from parents, staff, administrators and Board Members.

### **QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS):**

Beanstalk centers participate in the local Quality Rating and Improvement System, Raising Quality Together Sacramento County (RQT). RQT is a voluntary program focused on creating a comprehensive system that establishes uniform standards of quality for early learning programs, and provides quality research-based support for licensed early care and education centers and family child care homes serving children birth through age five. RQT measures quality using the following seven elements grouped under three core areas that are foundational for the Quality Rating and Improvement System.

#### **Core 1: Child Development & School Readiness**

Element 1: Evidence-based child assessment or observation tool

Element 2: Developmental health screenings with referral for families if needed

#### **Core 2: Teacher and Teaching**

Element 3: Emphasis given to staff education and ongoing professional development

Element 4: Effective adult-to-child interactions are consistent throughout the day

#### **Core 3: Program and Environment**

Element 5: Safe environments planned to promote children's optimum development

Element 6: Small group sizes and low adult-to-child ratios to ensure children are given the attention they need

Element 7: Directors are life-long learners that are visionary leaders

Beanstalk's participation in this initiative is part of our commitment to quality services and a rigorous and on-going process of self-reflection and improvement.



## **GUIDANCE AND DISCIPLINE POLICY:**

Young children are just beginning to learn appropriate social-emotional skills such as impulse control, how to identify and handle their emotions, conflict resolution and sharing and taking turns. Behavior is communication. Children who might not have the language to communicate or that lack the necessary social skills may use physical aggression such as hitting or biting to express their needs or emotions. Discipline meaning "instruction" or "training" that is based upon the idea to teach and to guide children. Discipline is not punishment

Beanstalk considers supporting children's positive behavior and teaching children social emotional skills as an integral aspect of our job. That is why Beanstalk utilizes the Pyramid Model in our programs. The Pyramid Model is a framework for supporting the social and emotional development of our children. The focus is on preventing challenging behavior by supporting children in learning appropriate social skills and emotional response. Discipline and guidance is an ongoing process to help children learn to manage their own behavior in a socially acceptable manner and should not just occur in response to a challenging behavior.

Staff begin by creating supportive learning environments and forming close, positive relationships with the children to help guide them and to closely observe and support them while engaged in social interaction. Doing so allows staff to model positive behavior and help children express their needs, wants and feelings in appropriate ways. When teachers respond to children's needs in ways that are responsive and caring, they establish trust and an emotional connection, which in turn helps the child feel heard and understood. With our low adult to children ratios, staff can quickly intervene when issues arise to help children verbalize their frustrations and concerns and help children problem solve.

Beanstalk's programs have established daily schedules, routines and simple classroom expectations so that children can understand what is expected of them and to be able to anticipate what is next and know what to do. Programs have simple, appropriate expectations such as: *We are safe, We are kind & We are responsible*. Staff intentionally teach children what these expectations mean in relation to behavior.

Teachers tell children what to do rather than what not to do. They show children positive alternatives rather than saying "No".

The classroom environment is arranged to minimize conflict with a variety of learning areas such as: blocks, math, science, readings, art, dramatic play, etc. Each area supported with educational materials allow children to make their own individual activity choices to build on their interests, and to promote positive interactions and engagement with other children. Positive behaviors are reinforced through positive descriptive acknowledgment by staff.

Beanstalk also provides a Social-Emotional Coach with special expertise in promoting the social-emotional development of children from birth to five years. Our Coach helps to assess our social-emotional environments, provides training and technical assistance

to the center's staff, and partners with parents to support the social-emotional development and well-being of children.

When challenging behaviors do occur staff will intervene immediately and will encourage the child to use more appropriate social skills or language to learn and exhibit more acceptable behavior. Children whose behavior endangers others may be moved away from other children to help them calm down and do an alternate activity.

Corporal punishment or any punitive measures such as humiliation, shaming, belittling and/or methods that present a personal rights violation to children are never used.

Some children have more severe persistent behavior and need more individualized supports. The process we use to provide those supports is Prevent Teach Reinforce for Young Children (PTR-YC). PTR-YC is a team-based model of individualized positive behavior support. The team is made up of parents, teachers, and anyone else who is currently supporting the child (e.g., Beanstalk social emotional coach, speech pathologist). The team will collaboratively go through a set of steps to end up with a plan to support the child's social emotional competence. The plan, called a behavior intervention plan, will include strategies that:

- ▶ Prevent challenging behavior from occurring and promote the likelihood that the child will use other, more desirable behaviors, instead
- ▶ Teach the child how to use more desirable behaviors in the classroom
- ▶ Reinforce the child's use of more desirable behaviors so that they are likely to keep using them

If the process is unsuccessful and/or the child's behaviors is persistent and seriously compromise his/her safety and the safety of others including other children or staff, that includes, but not limited to: physical aggression, property destruction and self-injury then Beanstalk will expeditiously pursue and document reasonable steps to maintain the child's safe participation in the program. including, but not limited to, consulting the child's parent and teacher, if available, and as a last resort suspension will be used. Beanstalk will explore other alternative programs that may better meet the child's needs with the parent(s) and refer the parent(s) to additional resources in the community. Beanstalk will then take steps to dis-enroll the child from the program.

## **EXPULSION OR DISENROLLMENT:**

Beanstalk severely limits the use of suspension and expulsion because of a child's behaviors. In addition, the program, cannot persuade or encourage a child's parents to voluntarily dis-enroll from the program due to a child's behavior. The program will take many steps to address a child's challenging behaviors, with the goal to maintain the child's safe participation in the program. Only as a last resort in extraordinary circumstances due to persistent and serious behaviors that impact the safety of children, suspension or expulsion will be used. In the event a child is expelled, Beanstalk must issue the child's parent a written Notice of Action (NOA). The effective date of the action may not be less than 24 hours after service of the notice.

The agency at the same time as issuing a NOA, informs the parent in writing of their right to file an appeal of the action to expel or suspend their child directly to the California Department of Education (CDE) or California Department of Social Services (CDSS) by submitting a written request for an appeal hearing no later than 14 calendar days after receipt of the notice to:

For California State Preschool Programs (CSPP) to: [EEDappeals@cde.ca.gov](mailto:EEDappeals@cde.ca.gov).

Since the action to suspend or expel a child involves persistent and serious behaviors impacting the safety of children, the child may not attend the program during the appeal process.

## **IMMUNIZATIONS:**

Children in California by law are required to receive certain immunizations in order to attend child care facilities, including child care centers and family child care homes. Beanstalk's Coordinators will collect from parents their child's immunization records and record them on the county's blue shot record.

Beginning January 1, 2021 all new medical exemptions (ME) for child care entry must be issued through CAIR-ME (California Immunization Registry-Medical Exemption website).

Medical exemptions can only be issued by medical doctors licensed in California and must meet applicable Centers for Disease Control and Prevention (CDC), Advisory Committee on Immunization Practices (ACIP) and American Academy of Pediatrics (AAP) criteria.

If a medical exemption is issued through CAIR-ME for one of our parents, Beanstalk will need to register an account in order to be able to see medical exemptions that have been issued in CAIR-ME for children that attend their child care and to receive notifications about these medical exemptions.

## **DAILY INSPECTION AND HEALTH POLICY:**

Children must be well and healthy in order to fully participate in and benefit from an active early learning and development program. A daily health check will be performed on each child as they arrive at the program and whenever a change in the child's behavior or appearance is noted while that child is in care. A trained staff member shall conduct the health check of each child to look for any obvious signs of illness or injury. This health check shall include observations of the child and conversations with the authorized adult regarding how the child is behaving and feeling. No child shall be accepted without contact between staff and the person bringing the child. The exclusion of an ill child from care is determined by:

- Whether or not the child can participate in the activities planned for the day in his/her classroom/age group
- Whether or not the child requires more care than the staff can provide without compromising the care needs of the other children at the center
- Whether keeping the child in care will pose an increased risk to other children and adults at the center

Children who exhibit the following symptoms will be temporarily excluded.

- Fever of 100.4 or higher within the last 24 hours
- Vomiting
- Diarrhea (2 or more loose stools or any stool that cannot be contained in the child's diaper)
- Persistent pain
- White or yellow discharge from eyes
- Shortness of breath/trouble breathing
- Sores leaking fluid
- Untreated lice or scabies

Parent/Guardian or other authorized adult will be expected to pick up a child who becomes ill within 1 hour of being contacted by staff. Centers are not licensed to provide appropriate services for ill children. When children become ill, they will be temporarily isolated in a comfortable place in the classroom until the parent or other authorized adult arrives to take them home. Children may return to care after their symptoms have improved and they have been fever free for 24 hours. Children who test positive for COVID-19 should follow isolation guidance set forth by the California Department of Public Health and stay home for 5 days.

It is the responsibility of the parent to notify the center or provider when the child has a contagious illness or disease, including COVID-19. Beanstalk will follow the current recommendation by Sacramento County Public Health Department. The program will notify parents and staff of exposures and outbreaks in writing. Confidentiality will be maintained.

We will continue to educate staff and families about COVID-19 risk reduction strategies, for example: hand washing, keeping children home if you're sick, coughing or sneezing into your sleeve, etc.

State regulations require that some highly contagious illnesses be reported to Sacramento County Public Health and CA Department of Social Services, Community Care Licensing Division.

### **FIRST AID, EMERGENCY MEDICAL or DENTAL INJURY:**

Upon orientation, parents sign a form stating that in the case of a medical or dental emergency or accident, when the parent/guardian is unavailable, authorization is given to a Beanstalk representative for emergency medical/dental care including necessary transportation. Under such circumstances, the physician or medical practitioner named on the emergency form is authorized to undertake necessary care and treatment of the child. In the event that the named physician or medical practitioner is not available, authorization for care and treatment is given to any licensed physician and/or surgeon. Parents also have the option of designating an alternative emergency medical care provider.

When a child has a minor injury, staff as appropriate, will provide basic first aid. When a child has a serious injury or accident, the parent or the authorized adult on the pick-up list will be immediately contacted with a telephone call and depending on the extent of the injury, a call may be made to emergency 911. If an injury is life threatening or emergency medical personnel deem it necessary to transport the child, staff will accompany the child to the nearest hospital and remain until the parent arrives.

All injuries are documented on a child accident and insurance form, reviewed with the parent and signed by both the parent and staff.

When a child has a serious injury that requires care by a medical professional, an Unusual Incident Report is also filed with Community Care Licensing Division. Designated center staff are trained and certified in CPR and First Aid every 2 years to remain current on all lifesaving procedures.

### **HEAD LICE:**

Although not an illness or a disease, head lice are not uncommon and can be a highly contagious in a group setting. When lice are identified at the center, parents will be notified and given head lice information. In some cases, a lice treatment kit may be available. Children will be excluded if they have live lice until there are no live lice detected. Excluded children will be examined for lice upon return to the center and will be re-examined by staff 10 days later to confirm that they are free of live lice. Upon return, the parent must wait until the re-examination has been completed. Routine screening by staff for early detection of head lice may occur.

## MEDICATION AND INCIDENTAL MEDICAL SERVICES POLICY:

Beanstalk centers provide incidental medical services which include administering prescribed medication to children that may need services for 1) blood glucose monitoring, 2) administration of glucagon, 3) administration of inhaled medication and/or 4) administration of an Epi-pen.

To ensure safety and accurate administration of Medical and Incidental Medical Services requirements, the following shall be met before enrolling a student who requires the administration of medication and/or Incidental Medical Services:

- Written authorization from the child's physician and a valid prescription.
- Written authorization from the child's authorized representative. Parent must complete the Parent Consent for Administration of Medications form.
- Medication, supplies and equipment must be in the original labeled container with the child's name on it and shall not be expired.
- Facility will maintain documentation of medical and Incidental Medical Services on a log after every medication or service administered.
- Staff must wear non-latex gloves when dealing with blood or bodily fluids properly dispose of instruments and used gloves in an approved container and properly wash their hands directly thereafter. Note: The approved container must be provided by the parent and returned to the parent for disposal.
- The parent has the responsibility of training each designated staff in the proper administration of medication or incidental medical services.
- Each designated and trained staff must have on site a record of current CPR and First Aid training.

The child's authorized representative is responsible for providing and transporting all medications and supplies to and from the center. Medication and supplies must be delivered to a designated and trained staff for safe and inaccessible storage by children.

Beanstalk employees may not deviate from the written authorization from the child's physician. Beanstalk must have a designated trained staff on the premises when the child is present at the facility. Changes to the physician's written authorization must be in writing and must signed by the child's physician.

Trained staff will notify the child's authorized representative when medication expires or is no longer being used at the facility. If the medication has not been picked up within ten (10) business days of the date of the notification, the medication will be disposed of by trained staff.

Trained staff will document when the authorized representative has been notified and/or each attempt to contact the child's authorized representative in the medication log prior to the safe disposal of expired medication or medication that is no longer needed.

Care and Storage: Medications and Incidental Medical Services supplies will be stored in a secure, inaccessible (to children) clean location and under conditions as directed by the physician or pharmacist. Medication that requires refrigeration should be stored in a designated area of the refrigerator separated from food and inaccessible to children

Administration of Routine Medication and Incidental Medical Services: Once all requirements are met, the designated trained staff will administer Medication or Incidental Medical Services by *utilizing and double checking* the following requirements: ☐ Right Child; ☐ Right Medication; ☐ Right Dose; ☐ Right Time; ☐ Right Route and ☐ Current Prescription

Documentation: Any medication or Incidental Medical Services routinely administered must be documented by the designated and trained staff who administered the medication or Incidental Medical Service. The authorized representative must be informed of each occurrence when the child receives medication or Incidental Medical Services, using the medication log.

In an Emergency: If a child is administered any emergency Incidental Medical Services procedure, the parent and 911 must be called immediately.

As soon as possible, preferably on the same day of the emergency, the Center Supervisor or the designee is required to contact the Centers' or Program Manager. The Center or Program Manager is required to complete the Unusual Incident/Injury Report (LIC 624) and send it to CA Department of Social Services, Community Care Licensing Division.

#### **EMERGENCY PREPAREDNESS:**

Beanstalk centers practice monthly fire drills and quarterly earthquake drills in order for children to become accustomed to the sound of the alarm and know the procedures to keep safe. Staff regularly train on various emergency procedures. All centers have emergency food and water. First aid kits are located in all classrooms and in each center's emergency bag. In the event the center must close due to an emergency for an unexpected situation, parents will be contacted.

In the case of an emergency that requires the evacuation of the premises, each center has a designated evacuation location. Contact the Center Supervisor for this information.

#### **UPDATED EMERGENCY CONTACT INFORMATION:**

It is essential that each child's Emergency Contact is kept up to date including phone numbers, home and email addresses, and a list of authorized adults who may be contacted in case of emergency. If there is a change in your contact information, please promptly notify the center.

## **CONDUCT POLICY:**

Everyone has the right to be in a safe and healthy environment, one in which individuals are treated with courtesy and respect. Parents and their designated representatives, staff, volunteers, guests, visitors and children are expected to conduct themselves in an appropriate manner. Conduct, including bullying, real or perceived, that threatens personal safety, welfare, security and/or program operations is prohibited. Pursuant to misconduct there will be an investigation and a resolution thereof. Any such conduct will not be tolerated and will result in the exclusion of the adult from the premise and/or termination of child care and development services or employment.

## **SAFE SCHOOLS / OFFICE:**

The following behaviors will not be tolerated and are prohibited at any of our facilities, including our central office:

- Behavior which threatens the safety, welfare of others
- Under the influence of and/or possession of alcohol or drugs
- The possession of weapons or items intended for use as a weapon, shall not be brought to any Beanstalk program, site, event or activity. If this occurs, enrollment and participation will immediately terminate. The police or sheriff's department will be notified as well as the California Department of Education, the California Department of Social Services and the Community Care Licensing Division. If the site is located on a school district campus, Beanstalk must notify the school principal, school district police and superintendent.
- Behavior which would cause, attempt, threaten or conspire to cause damage to personal or real property or person through arson, burglary, extortion, stealing, criminal mischief, battery, assault, harassment (threat to commit an illegal act), sexual harassment,
- Use of obscene and profane language

## **PERSONAL PROPERTY:**

Beanstalk will not be responsible for personal items brought to the center by the child or family. Please do not send toys or valuable items or games that could be stolen, lost or damaged. Beanstalk programs will not be responsible for car or personal property damaged, lost or stolen on premises.



**LATE PICK-UP POLICY:**

It is important that children be picked up on time. When children are picked up late, after the session ends (part-day programs) or after the center closes (full-day programs), the parent will be charged a late fee of \$1.00 per minute per family. Late pick-up is determined according to the classroom clock.

After 30 minutes of attempting to contact the parent and/or another authorized adult on the child's emergency list, and there is no response, agency staff will notify the Sheriff or Police Department. Pursuant to Sheriff/Police Department Policy, the officer may take the child(ren) to their home address first. If no adult is at the home, the child(ren) will be taken by the officer to:

Children's Receiving Home of Sacramento  
3555 Auburn Blvd., Sacramento, 96821  
(916) 482-2370 (24 hours)

Agency staff will post a notice on the center's door when children are released to a Sheriff or Police Officer.

**LATE PICK-UP FEE PAYMENT:**

Late fee payments are due on the day of the late arrival (pick-up). Parents will be given until the end of next day of care following the late arrival to pay the amount due in full. Payments must be made payable to Beanstalk in cash, check or money order and must be paid at the center. Staff will send the late fee payment to the central office for processing.

Late arrival fees that are not paid in full by the next school day, following the late arrival date, are delinquent. A Notice of Action will be issued for delinquent late arrival fees.

Five (5) notices for late (pick-up and/or the non-payment of late arrival fees, within the current contract year (July 1-June 30), will result in the termination of enrollment.

**OUTSIDE FUND RAISERS / SALES PROHIBITION:**

In order to avoid the perception of any conflict of interest, fund raisers and sales activities that are not sponsored by Beanstalk are prohibited.

## **PHOTOGRAPHING, VIDEO OR AUDIO TAPING AND POSTING IMAGES OF CHILDREN POLICY:**

Parents have the authority to determine if their child(ren) will be photographed, videotaped, audio taped or have their images posted while attending a Beanstalk program.

In order to protect the confidential rights and safety of enrolled families, including images and the possible location of participants, each child who is enrolled in Beanstalk must have a Photographic Authorization Form on file. The Photographic Authorization Form gives permission or denies permission to Beanstalk staff to photograph, videotape, audiotape and/or post images of enrolled children.

The Photographic Authorization Form does not give permission to the Beanstalk parents, their representatives or visitors from the community (i.e. student or volunteers) to photograph, videotape, audiotape or post images of children who are not their own.

While on a Beanstalk site or attending a special event, parents, their representatives and visitors from the community shall not photograph, videotape, audiotape and or post images of the children from other Beanstalk families without the parent's written permission to do so.

## **DAILY SCHEDULE:**

The classroom daily schedules may vary from program to program. The daily schedule is posted on the parent/family bulletin board in each classroom.

## **CLOTHING AND FOOTWEAR:**

Clothing and footwear should be appropriate for inside and outside play throughout the year. Children should wear washable play clothes. Shoes must be worn at all times. Tennis shoes are great. Daily activities can get 'messy' with paints, sand, glue, play dough, etc. These materials are available to the children throughout the day.

Please send a full change of clothes for your child in case of a spill or accident.

Learning to do things for themselves is important to children, and having clothing that buttons and zips easily will help them with the learning process and alleviate frustrations and/or toileting accidents.

As weather conditions change, we suggest layering clothing so that the item can be taken off or put on to keep your child comfortable as needed. It is helpful to label jackets and sweatshirts with your child's name.

## **DIAPERING, TOILETING AND TOILET TRAINING:**

Children enrolling in our preschool classrooms are generally expected to be toilet trained and to wipe themselves after toileting. Exceptions are made for children with disabilities or other special circumstances. When these exceptions are made, staff will work with families to develop a plan to support children to develop in this area. Beanstalk preschool staff will change children standing up to build self-help skills. Beanstalk's programs that serve children ages 2-3 are equipped with diaper changing tables. Parents will need to send extra diapers, pull-ups or underwear, cleaning wipes and several changes of clothing to school with their child. When the child runs low on these supplies, staff will inform the parent. If the child runs out of these supplies, the parent/guardian will be called to the site. Staff will log changing daily. Soiled pull-ups/diapers will be disposed of on site. Soiled underwear and clothing will be sent home in a plastic bag.

## **REST OR NAP TIME: (FULL DAY PROGRAMS Only):**

Toddlers and preschoolers are provided the opportunity to rest quietly or nap during the middle of the day for a minimum of 2 hours. At rest time, soothing music is played and backs are rubbed to offer relaxation. Centers provide individual cots and sheets that are cleaned and washed weekly. Children may bring a small blanket from home. The parent is required to wash the nap blanket on a weekly basis or more often when it becomes soiled.

Some children do not require a quiet rest or nap. After 20 minutes, children who are not napping will be allowed to choose an alternative quiet activity.

## **HOLIDAYS AND EVENTS:**

Beanstalk understands that events, holidays and children's birthdays can be special times for families. We also recognize that the families in our community have varied beliefs and traditions. We embrace our diversity and strive to create an inclusive environment where all children and families feel respected and welcome. As a state-funded program, we must also refrain from religious instruction. Beanstalk tries to take more of a seasonal approach to celebrations that are not holiday specific (Autumn Harvest vs Halloween, etc.) It is important to us that no family or child are offended or excluded by an activity or decoration. We encourage you to speak to the Center Supervisor at your child's program about their plans around holidays and birthdays. Any food items brought in to the facility must be commercially prepared and not present a choking hazard to children.

Due to severe food allergies, some classrooms may not allow certain foods in the center. Balloons are not allowed at any of our sites due to the choking hazard they present. Before bringing in items to celebrate an event, please check with the Center Supervisors.

**SPECIAL EVENTS AND ADDITIONAL COST LIMITATION:**

The centers offer special events throughout the year that enhance the learning experiences for children. Our emphasis is bringing experiences to the center such as: the fire department visits and talks about safety with the children or a dentist or dental college students visit and teach children about oral health practices.

Beanstalk will not require additional payments from parents, in cash or in kind, as a condition of participation.

**CELL PHONE USE:**

The parent and other designated authorized adult should refrain from using a cell phone while on the child care site. Personal calls are disruptive to the program and detracts from the importance of communication with your child and the staff. We want to give parents our full attention at these times.

**CHILD CUSTODY AND COURT ORDERED PARENTING POLICY:**

A parent/guardian shall provide documentation of child custody and court ordered parenting. The documentation shall show the child (ren)'s name(s), birthdate(s) as well as the custody and parenting schedule agreement. A written self-declaration does not verify child custody and parenting and shall not be used as verification.

**TRANSPORTATION:**

Parents have the responsibility to transport or make arrangements for the transportation of their child(ren) to and from the center.

## **SELECTION AND ADMISSION PROCESS:**

### **WAITLIST:**

When an opening is available, families with children are selected according to the priorities of that program, whether in full-day or part-day programs. Beanstalk maintains a current waiting list and also uses the childcare eligibility list (CEL) to contact applicants in order of priority from the waiting list as vacancies occur or when additional enrollment is necessary.

### **CHILDCARE ELIGIBILITY LIST (CEL):**

Child care and development contractors use a childcare eligibility list (CEL) maintained by Child Action to enroll families and fill vacancies. Families on the CEL are ranked according to income and family size with priority given to children who are receiving child protective services or families whose eligible children are at risk of abuse, neglect or exploitation. Families with the ranking based upon the lowest income are in the next priority.

### **AGE ELIGIBILITY:**

Age eligible children may participate in our Part-Day and Full-Day Preschool programs:

- Four Year Old: Birthday on or before December 1st
- Three Year Old: Birthday on or before December 1st OR if 3rd birthday is on OR after December 2nd, child may be enrolled on or after 3rd birthday

### **DURATON OF SERVICES:**

Eligibility timeline starts on the date the agency's Coordinator signs the application for services.

Part-Day Preschool remain eligible to receive services for the remainder of the program year and for the following program year, as long as the child is age-eligible.

Full-Day Preschool remain eligible to receive services for not less than 24 months.

If the eligibility period ends before the end of a program year, services will be extended until the start of kindergarten, as long as the child is age eligible.

**CHILD ADMSSION PRIORITIES:****For FULL-DAY Preschool Programs:  
at Jefferson, Natomas & North Highlands**

serves eligible 3 & 4 years old children

Note: 5% to 10% of preschool enrollment is set-aside for children with exceptional needs.

A family must also meet the need criteria. Only the child in the family who has exceptional needs may be enrolled within this enrollment category.

For preschool enrollment when an opening is available, Beanstalk accesses the waitlist and contact families based on the following enrollment priorities:

**First:** Child is a recipient of Child Protective Services or At-Risk of being abused, neglected or exploited.

**Second:** Once the set-aside is filled, child with exceptional needs from income eligible family AND family meets the need criteria. Prioritize based on income ranking order.

**Third:** Eligible children not enrolled in Transitional Kindergarten. Prioritize based on families with the lowest income ranking first.

If 2 or more children are within the same ranking prioritize dual language learners, then based on the child who has been on the wait list for the longest time.

**Fourth:** Family income is not more than 15% above income threshold AND family meets the need criteria. First priority is children with exceptional needs, then 4 year olds, then 3 year olds. (limited to 10% of funded enrollment).

**Fifth:** Family meets eligibility criteria, but does not meet the need criteria. Within each ranking, first priority is 4 year olds, then 3 year olds.

**Sixth:** Family resides in approved neighborhood school boundary. Priority is based on income ranking order.

**Exempt from Need Criteria**

- Reside within approved Neighborhood School Boundary  
(Limited to no more than 10 hours per day)
- Full-Day Preschool with no need established-only for children enrolled within the 5<sup>th</sup> or 6<sup>th</sup> admission priority

**NEED FOR SERVICES FOR FULL-DAY PROGRAMS:**

In addition to meeting the eligibility criteria, parents must meet at least 1 need criteria:

- At-Risk of abuse, neglect or exploitation
- Employment or Self-Employed
- Seeking Employment
- Vocational Training
- Educational Program (English Language Learner, High School Equiv. Certificate)
- Seeking Permanent Housing
- Homelessness
- Incapacitation

**CHILD ADMSSION PRIORITIES:      For PART-DAY Preschool Programs:  
at Crest, Dry Creek, Regency Park & Ridgepoint**

serves eligible 3 &4 years old children

Note: 5%to 10% of preschool enrollment is set-aside for children with exceptional needs.

Only the child in the family who has exceptional needs may be enrolled under this eligibility criteria.

For preschool enrollment when an opening is available, Beanstalk accesses the waitlist and contact families based on the following enrollment priorities:

**First:** Child is a recipient of Child Protective Services or At-Risk of being abused, neglected or exploited.

**Second:** Once the set-aside is filled, child with exceptional needs, child with exceptional needs from income eligible family. Priority is based on income ranking order.

**Third:** Eligible children not enrolled in Transitional Kindergarten. Priority is children with the lowest income ranking first.

If 2 or more children are within the same ranking, first prioritiz dual language learners, then based on the child who has been on the wait list for the longest time.

**Fourth:** Family income is not more than 15% above income threshold. First priority is children with exceptional needs children, then 4 year olds, then 3 year olds. (limited to 10% of funded enrollment.)

**Fifth:** Family resides in approved neighborhood school boundary. Prioritize based on income ranking order.

**Sixth:** Children enrolling in CSPP to provide extended learning and care to Transitional Kindergarten or Kindergarten pupils (must meet an eligibility criteria)

**Exempt from Need Criteria**

- Part-Day Preschool

**CHILD ADMISSION PRIORITIES:****FOR FULL-DAY Toddler Programs:  
at Natomas & North Highlands**

When an opening is available, Beanstalk accesses the waiting list and contact families based on the following program Admission priorities:

**First Priority:** Child is recipient of Child Protective Services or at-Risk of abuse, neglect or exploitation.

**Second Priority:** Admission priority based on total countable monthly income & family size

When multiple families are within the same ranking:

1. Child with exceptional needs within the same ranking is admitted first
2. Dual language learner is admitted second
3. Entry with earliest waitlist date is admitted third

**Eligibility Criteria for Full-Day Programs**

Services are available when:

- Parent meets the need criteria that precludes the provision of care & supervision of their child for any part of the day
- No parent or the family is available and/or capable (ex: incapacitated) of providing care during time care is requested
- 2 parent families- care is approved when neither parent is available to care for the child
- Supervision of the child is not otherwise being provided during scheduled time at:  
-Child care & development services or School-age public educational program

Services will be approved based on verified need documentation and /or the program's limitation (ex: center's hours of operation), whichever is less.

**Eligibility Criteria for Part-Day Programs**

Participants must provide documentation of eligibility in 1 or more of these categories:

- Child is recipient of Child Protective Services or identified as At-Risk
- Current aid recipient (CalWORKS Cash-Aid)
- Child has exceptional needs
- Family is experiencing homelessness
- Family in approved neighborhood school boundary
- Receiving benefits from governmental program: such as: Medi-Cal, CalFresh, the California Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), the Federal Food Distribution Program on Indian Reservations, Head Start, or Early Head Start.
- Income eligible



## **RIGHT TO VOLUNTARILY REPORT CHANGES**

Once eligibility and need have been established, the participant may keep their current service level, no matter if there are changes in their family. The only exception is if a participant's eligibility is based on income and the family's income exceeds the maximum income threshold for ongoing eligibility.

If the parent needs to change their service level during their certification period the following must be submitted:

- Request to Change Services Form and
- Documentation to support the request

No other changes will be made to your service agreement other than the requested change(s). Please contact your Coordinator for any questions.

**Please notify** your Coordinator or Center's Supervisor if your telephone number or address changes at any time to ensure we are able to contact you.

## **GRATUITIES, FAVORS AND GIFTS POLICY:**

The Gratuities, Favors and Gifts Policy serves to reduce the potential for a conflict of interest or the perception of a conflict of interest that could lead to loss of funding contracts and/or grants.

The officers, employees and agents of B J Jordan Child Care Programs, Inc. DBA Beanstalk shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub-agreements, including, but not limited to, vendors, parents and/or providers, except where the financial interest is not substantial or the gift is an unsolicited item of nominal value. In this instance, nominal value is defined as no greater than twenty-five dollars.

All gratuities, favors or gifts with a value greater than five dollars (\$5.00) must be reported to the supervisor. Gratuities, favors or gifts with a value greater than twenty-five dollars (\$25.00) or solicited gifts of any value shall be reported to the Fiscal Director who must disclose in writing to the CA Department of Education.

## **FAMILY FEES:**

Some families enrolled in the program may have a family fee based on their total countable income, family size and certified hours of care.

Family fees are determined using the family fee schedule approved by the California Department of Finance.

Family fees will always be assessed according to the child who used the most monthly hours of care, regardless of the number of children enrolled on the program.

### **FAMILY FEE ONLY ASSESSED AT:**

- Initial Certification
- Recertification
- Voluntarily request to have fees reassessed-parent may report a change in their income that may result in a reduction of fees.
  - **Decrease:** Effective on the first day of the month that follows the NOA issue date
  - **Increase:** No increase during certification

### **Full-time monthly fee**

is applicable when services are approved for 130 hours or more per month.  
Effective 3/1/24 for 125 hours or more per month.

### **Part-time monthly fee**

is applicable when services are approved for less than 130 hours per month.  
Effective 3/1/24, for less than 125 hours per month.

Fees cannot under any circumstances be recalculated based on a child's actual attendance.

The family fee is recorded on the Notice of Action (NOA) and Application

Family fees are due and payable by the 1st of each month in advance of receiving services. Payments may be made by check, money order or credit card or to our office. Please see Beanstalk's Fee Agreement for more details.

Family fees are considered delinquent after 7 calendar days from the due date. We can accept a reasonable repayment plan from the participant for payment of delinquent fees. We will continue to provide services to the child provided the participant pays current fees when due and complies with the provisions of the repayment plan.

### **FAMILIES EXEMPT FROM FEES:**

- Families with children receiving Part-Day California State Preschool Program services
- Families receiving CalWORKSs cash aid
- Families with children that have been identified as being at-risk or who are receiving Child Protective Services may be exempt from paying fees for up to 12 months if the referral determines the fee waiver to be necessary

## **ATTENDANCE EXPECTATIONS:**

Regular and consistent attendance is important in order to maximize the benefits of the child's early learning and care experience. Research shows that routines and schedules support healthy social emotional development in early childhood. It allows the opportunity to build relationships and trust necessary to support learning such as: social, emotional, cognitive and language skills necessary for school readiness.

Children are expected to attend child care based on their certified schedule determined at certification, recertification and when a parent voluntarily requests to change their service level. Please contact your Coordinator to voluntarily request to change your child's service level.

## **REPORTING ABSENCES:**

When a child is absent from their scheduled care at any time, the parent is responsible to contact the Beanstalk center on that contracted day and explain the reason for absence. If the parent does not call, it is the Beanstalk center's responsibility to contact the parent and write the reason for absence on the attendance sheet.

It is both the responsibility of the parent and the Beanstalk center to ensure that the reason for absence is recorded. Our staff will record on the attendance sheets the date(s) of absence, reason of absence and add their full legal signature

Parents may notify the center of their child's absence via phone message, email or Learning Genie's Parent Engagement Ap.

A family may be dis-enrolled from the program for abandonment of care.

## **SIGN-IN AND SIGN-OUT PROCEDURES:**

Parents or authorized adults must sign their child in and out on a daily basis, using their full legal signature on the attendance sheets. Arrival and departure times are also required daily with actual time of arrival and departure. Only blue or black ink shall be used on the attendance sheets. Beanstalk staff will only release children to adults listed on the Emergency and Identification Information form. Beanstalk programs will allow parents to notify the center in writing that another adult has consent to pick up their child. The completion of the daily sign in and sign out process serves as a record of transfer of responsibility for the child. A child who is not signed in by the parent or other authorized adult shall not be admitted and shall not attend the program. Staff will contact the parent or other authorized adult to either come or pick up the child or return to the center and sign the child in.

\*Staff will check the photo ID (driver's license, state ID, military ID) of new adults (18 years or older) before they are allowed to sign children out. Children shall not be released to unauthorized adults or other minors.

If the enrolled parent requests that one of the child's parents not be allowed to remove their child from the provider's home, the request must be submitted to Beanstalk in writing and a court order will be required. Otherwise, all parents who can provide proper identification will be allowed to pick their child up from Beanstalk's center.

## **ABSENCE POLICY:**

### **Excused Absences:**

#### **ABSENCES due to:**

- Illness of child or parent/guardian, injury, hospitalization
- Quarantine of child or parent/guardian
- Appointments of child or parent/guardian for medical, dental, mental health, counseling and/or therapy
- Court ordered parenting or visitation for time spent with a parent or relative as required by law (copy of court order must be on file with agency)
- Unusual safety or travel conditions  
(as declared by local or state emergency personnel, emergency services or police activity)
- Family Emergency for unplanned situations of a temporary nature such as transportation problems  
Illness of sibling(s)  
Sheltering in place  
accident  
Catastrophic Events – Fire, Flood, Earthquake, Tornado  
Death of a family member  
Court Ordered Appearance

### **ABSENCES due to Best Interest of Child Days (BIC):**

Best Interest of Child Days (Limited to 10 Days Per Contract Year-between July 1-June 30); except for children enrolled due to CPS or At-Risk)

Parent determines that another activity is better for their child to attend such as:

- Family requested vacations
- Child spending time with relatives or close friends
- Religious observance, holiday or ceremony
- Child attending a party
- Personal or family business
- Family moving
- Activity that is clearly in the best interest of the child

### **Unexcused Absences:**

Any absences that are not of excused nature, will be considered unexcused.

## **ABANDONMENT OF CARE:**

The program does not allow families to be enrolled in a program if they are not using services. Your child(ren) will be dis-enrolled when there has been no communication with the center or contractor for 30 consecutive calendar days.

## **FAMILIES REQUEST TO DISENROLL:**

When a family chooses to dis-enroll from the program, parents are requested to notify the center in writing at least 2 weeks in advance of the last day of attendance.

## **DISENROLLMENT POLICY:**

Reasons for the disenrollment include, but are not limited to:

1. Knowingly providing false, fraudulent, or misleading information/documentation.
2. Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive.
3. Family income exceeds the maximum income threshold.
4. Failure to complete the recertification process within the designated 50 day recertification period.
5. Failure to provide current and correct information at the time of certification or recertification.
6. Non-compliance of Beanstalk's policies, rules, and/or procedures.
7. Failure to complete sign-in/out sheets accurately and on a daily basis.  
Falsification of sign-in/out sheets.
8. Abandonment of child care for 30 consecutive calendar days without notice.
9. Parent changes residency outside of California.
10. Inability or refusal of an adult or child to abide by the Conduct Policy.
11. Parent or other authorized adult's inability or refusal to work cooperatively with agency staff such as threatening, yelling, cussing or acting unethically.
12. Child and/or family are no longer eligible for services.
13. Failure to abide by the approved re-payment plan for outstanding fees.
14. Failure to provide requested health information.
15. Five (5) notices for late pick-up during the contract year.
16. Failure to pay the late pick-up fee, in full, within 1 business day of the late arrival.
17. Unavailability of program funds. If it is necessary to displace families due to funding. Families will be displaced in reverse order of enrollment priority

## **GRIEVANCE/COMPLAINT PROCEDURES:**

### **COMPLAINT REGARDING OUR STAFF OR ABOUT OUR FACILITY:**

It is important to Beanstalk that parents are our partners in providing the best services for their child. Our program staff work to ensure that you and your family have a positive experience in the program by maintaining open, reciprocal communication. If a misunderstanding should occur, first try to resolve the concerns or differences with our Center Supervisor. If your concerns are still not addressed, contact the Centers' Manager or Program Manager at our Central Office.

If you believe that a licensing regulation is being violated, you have the right to file a complaint.

To report a suspected licensing violation or to file a complaint regarding a license facility or a facility licensee or a facility staff person:

Call 1-844-538-8766 (1-844-LET US NO), CA Department of Social Services

### **UNIFORM COMPLAINT PROCEDURE:**

It is the intent of Beanstalk to fully comply with all applicable laws and regulations. Complaints of unlawful discrimination and alleged violations of federal or state laws or regulations governing educational programs may be addressed by filing a complaint using the Uniform Complaint Procedures. Procedures are provided annually to parents or are available any time by contacting your Coordinator.

### **COMMUNITY CARE LICENSING: NOTIFICATION OF PARENTS' RIGHTS:**

The parent or authorized representative has the right to:

1. Enter and inspect the child care site without advance notice whenever children are in care.
2. File a complaint against licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care site, reports of licensing visits and substantiated complaints against the licensee made within the past three years.
4. Complain to the licensing office and inspect the child care site 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 that you have shown a certified copy of a court order.
6. Receive the name, address and telephone number for licensing for centers and family child care homes:

CA Department of Social Services  
Community Care Licensing Division  
Sacramento North Regional Office  
9835 Goethe Road, Suite 100, MS 19-872  
Sacramento, CA 95827  
(916) 263-5744 General Information or [www.cclcd.ca.gov](http://www.cclcd.ca.gov)

7. Be informed by licensee, upon request, of the name and type of association to the child care site for any adult who is 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 licensee, the Caregiver Background Check Process form.

Note: California State law provides that the licensee may deny access to the parent or authorized representative if the behavior of the parent or authorized representative poses a risk to children.

## **THE RIGHT TO APPEAL PROCEDURE:**

Parents enrolled in state funded programs have the right to a fair and unbiased hearing if they disagree with a proposed action(s).

If the parent/guardian does not agree with a Beanstalk decision as stated in the Notice of Action (NOA), the parent/guardian may file a request for a hearing appealing the intended action with the Beanstalk's local hearing officer within 14 calendar days of the date the NOA was received. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended and child care services will continue until the appeal process has been completed.

In the event a child is suspended or expelled due to persistent and serious behaviors that impact the safety of children, the child may NOT attend the program during the appeal process.

In the event that the action taken is due to child suspension or expulsion, a request for an appeal hearing is sent directly to the State Department.

To protect your appeal rights, you must follow the instructions as described in each step listed below. If you do not respond by the required due dates, your appeal may be considered abandoned. Note: The Appeal Process is also found on the Notice of Action-REVERSE

Within 14 calendar days after the participant receives the Notice of Action (NOA) the parent/guardian may request a Local Hearing by using one (1) of the following:

Complete the appeal information on the REVERSE side of the NOA and return the form to your Coordinator or directly to the attention of Beanstalk's Local Hearing Officer by Email **OR** FAX (916) 344-2635 **OR** Mail **OR** Deliver a written request to Beanstalk, 1455 Response Road, Suite 260, Sacramento, CA 95815 **OR** Make a request by phone, call (916) 344-6259 (Ask for the Local Hearing Officer)

Step 2: Within 10 calendar days following the agency's receipt of the appeal request, the agency will notify the parent/guardian of the time and place of the hearing. The hearing shall not be scheduled more than 14 calendar days from the date the hearing officer contacts the parent to schedule the hearing. *The parent/guardian and/or an authorized representative required to either meet with the local hearing officer or call the local hearing officer on the designated date and time.* In the event the parent cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date one time.

If the parent/guardian or authorized representative does not meet with or call the hearing officer, the right to appeal is considered abandoned, and the action of the agency will be implemented unless the parent can demonstrate that they had good cause for their failure to appear or call, in which the hearing shall be rescheduled.

*Note: The parent/guardian must provide verifiable permission for an authorized representative to take part in the local hearing.*

During the hearing, the parent(s) have an opportunity to explain the reason(s) they believe Beanstalk's decision was incorrect.

Step 3: Within 10 calendar days following the hearing, the agency shall mail or deliver to the parent/guardian a written decision. The written decision will contain the procedure for submitting an appeal to the CDE or CDSS.

Step 4: If the parent/guardian disagrees with the agency's written decision or if the action taken is due to a child's suspension or expulsion, the parent/guardian has 14 calendar days from the date of the written decision/action to file an appeal with the appropriate Department. The appeal must include a written statement specifying the reasons the parent disagrees with the agency's action, a copy of the decision letter and a copy of both sides of the NOA.

Your request for the State Department hearing must be submitted to either:

If enrolled in Preschool programs:

California Department of Education (CDE)  
Early Education Division  
Attn: Appeals Coordinator  
Mail: 1430 N Street, Suite 3410  
Sacramento, CA 95814  
Email: [ELCDAppeals@cde.ca.gov](mailto:ELCDAppeals@cde.ca.gov)  
Phone: (916) 322-1273  
Fax: (916) 323-6853

If enrolled in Toddler programs:

California Department of Social Services (CDSS)  
Child Care and Development Division  
Attn: Appeals Coordinator  
Mail: 744 P Street, MS 9-8-351  
Sacramento, CA 95814  
Email: [CCDDAPPEALS@DSS.CA.GOV](mailto:CCDDAPPEALS@DSS.CA.GOV)  
Phone: 833-559-2420  
Fax: (916) 654-1048

Within 30 calendar days after the receipts of the appeals, the State Departments will issue a written decision to the parent and the agency. The decision is final.



BEANSTALK CENTRAL OFFICE:

1455 Response Road, Suite 260  
Sacramento, CA 95815

(916) 344-6259 FAX (916) 344-2736  
[www.beanstalk.ws](http://www.beanstalk.ws)

Monday – Friday, 7:30 am to 4:30 pm  
Closed Weekends and Designated Holidays