

**B. J. JORDAN CHILD CARE PROGRAMS, INC.  
DBA**

# **BEANSTALK**

## **HANDBOOK FOR PARENTS**

Note: It is the responsibility of each enrolled parent to become informed of and abide by each policy and procedure included within. This Handbook is also available on line at [www.beanstalk.ws](http://www.beanstalk.ws).

Board Adopted 06/02/17

**BEANSTALK HANDBOOK FOR PARENTS – TABLE OF CONTENTS**

<b><u>TOPIC</u></b>	<b><u>PAGE</u></b>
<b>WELCOME</b>	<b>1</b>
<b>I. MISSION STATEMENT</b>	<b>2</b>
<b>II. PROGRAMS</b>	
<b>A. HOW TO CONTACT BEANSTALK</b>	<b>2</b>
<b>B. CONTRACT INFORMATION</b>	<b>2</b>
<b>C. OPEN DOOR POLICY</b>	<b>2</b>
<b>D. PROHIBITION OF RELIGIOUS INSTRUCTION/     WORSHIP POLICY</b>	<b>2</b>
<b>E. EQUAL ACCESS</b>	<b>3</b>
<b>F. NON-DISCRIMINATION POLICY</b>	<b>3</b>
<b>G. INSPECTION AUTHORITY</b>	<b>3</b>
<b>H. MANDATED REPORTERS</b>	<b>3</b>
<b>III. PHILOSOPHY, GOALS AND OBJECTIVES</b>	
<b>A. PHILOSOPHY</b>	<b>4</b>
<b>B. GOALS AND OBJECTIVES</b>	<b>4</b>
<b>C. PARENT INVOLVEMENT</b>	<b>5</b>
<b>D. COMMUNITY INVOLVEMENT</b>	<b>5</b>
<b>E. EDUCATIONAL PROGRAM</b>	<b>5</b>
<b>F. NUTRITION AND FOOD SERVICE POLICY</b>	<b>6</b>
<b>G. DESIRED RESULTS DEVELOPMENTAL     PROFILE (DRDP)</b>	<b>7</b>
<b>H. ENVIRONMENTAL RATING SCALE (ERS)</b>	<b>7</b>
<b>I. PROGRAM SELF EVALUATION</b>	<b>8</b>
<b>J. HEALTH AND SOCIAL SERVICES</b>	<b>8</b>
<b>K. HOLIDAY CLOSURES</b>	<b>8</b>
<b>L. STAFF DEVELOPMENT</b>	<b>8</b>
<b>IV. HOW TO QUALIFY</b>	
<b>A. ELIGIBILITY</b>	<b>9</b>
<b>B. NEED</b>	<b>9</b>
<b>C. FAMILY SIZE</b>	<b>10</b>
<b>V. HOW FAMILIES ARE SELECTED</b>	
<b>A. CHILDCARE ELIGIBILITY LIST (CEL)</b>	<b>10</b>
<b>B. PRIORITIES</b>	<b>10</b>
<b>1. CALIFORNIA STATE PRESCHOOL         PROGRAM (CSPP)</b>	<b>10</b>
<b>2. CENTER BASED (CCTR)</b>	<b>11</b>
<b>VI. ENROLLMENT PROCESS</b>	
<b>A. NOTIFICATION OF ENROLLMENT POLICY</b>	<b>11</b>
<b>B. DOCUMENTATION TO BRING TO     APPOINTMENT POLICY</b>	<b>11</b>
<b>C. APPLICATION FOR SERVICES POLICY</b>	<b>11</b>
<b>D. NOTICE OF ACTION (CD 7617)</b>	<b>12</b>

<b>VII.</b>	<b>HOW TO CONTINUE IN THE PROGRAM</b>	
	<b>A. RECERTIFICATION POLICY</b>	<b>13</b>
	<b>B. FEE PAYMENT POLICY</b>	<b>13-14</b>
	<b>C. DELINQUENT FEE PAYMENT PLAN POLICY</b>	<b>15</b>
	<b>D. NOTIFICATION OF CHANGE POLICY</b>	<b>15</b>
	<b>E. ABIDE BY AGENCY POLICIES, PROCEDURES AND REQUIREMENTS POLICY</b>	<b>16</b>
<b>VIII.</b>	<b>AGENCY POLICIES</b>	
	<b>A. DAILY SIGN IN AND SIGN OUT POLICY</b>	<b>16</b>
	<b>B. EXCUSED AND UNEXCUSED ABSENCES POLICY</b>	<b>17</b>
	<b>C. ABSENCE NOTIFICATION POLICY</b>	<b>17</b>
	<b>D. DISCIPLINE POLICY</b>	<b>17</b>
	<b>E. HEALTH AND SAFETY POLICIES</b>	
	<b>1. HEALTH POLICY</b>	<b>18</b>
	<b>2. DAILY INSPECTION FOR SIGNS OF ILLNESS POLICY</b>	<b>19</b>
	<b>3. IMMUNIZATION POLICY</b>	<b>19</b>
	<b>4. MEDICATION &amp; INCIDENTAL MEDICAL SERVICES POLICY</b>	<b>20</b>
	<b>5. EMERGENCY/MEDICAL/DENTAL INJURY POLICY</b>	<b>21</b>
	<b>6. QUIET REST OR NAP TIME POLICY</b>	<b>22</b>
	<b>7. HEADLICE AND “NIT” FREE POLICY</b>	<b>22</b>
	<b>8. EMERGENCY CLOSURE POLICY</b>	<b>22</b>
<b>IX.</b>	<b>GENERAL POLICIES</b>	
	<b>A. CONFIDENTIALITY OF RECORDS POLICY</b>	<b>23</b>
	<b>B. CONDUCT POLICY</b>	<b>23</b>
	<b>C. CLOTHING AND FOOTWEAR POLICY</b>	<b>23</b>
	<b>D. UNIFORM COMPLAINT PROCEDURE</b>	<b>24</b>
	<b>E. RESOLUTION OF PROBLEMS AND DISPUTES POLICY</b>	<b>24</b>
	<b>F. CENTER LATE PICK-UP POLICY</b>	<b>25</b>
	<b>1. LATE PICK-UP FEE PAYMENT</b>	<b>26</b>
	<b>G. SCHOOL SUSPENSION AND/OR EXPULSION POLICY</b>	<b>26</b>
	<b>H. CHILD SUSPENSION POLICY</b>	<b>26</b>
	<b>I. TRANSPORTATION POLICY</b>	<b>27</b>
	<b>J. NO REFUND POLICY</b>	<b>27</b>
	<b>K. FIELD TRIPS OR SPECIAL EVENTS AND ADDITIONAL COST LIMITATION POLICY</b>	<b>27</b>
	<b>L. RE-ENROLLMENT POLICY</b>	<b>28</b>
	<b>M. DISPLACEMENT POLICY</b>	<b>28</b>
	<b>N. PHOTOGRAPHING, VIDEO/AUDIO TAPING AND POSTING IMAGES OF CHILDREN POLICY</b>	<b>28</b>
	<b>O. CCTR ATTENDANCE POLICY</b>	<b>29</b>
	<b>P. CSPP ATTENDANCE POLICY</b>	<b>29</b>
	<b>Q. CENTER TOILETING POLICY</b>	<b>29</b>
	<b>R. DIAPER POLICY</b>	<b>29</b>
	<b>S. PARENT UNDER THE AGE OF 18 YEARS POLICY</b>	<b>29</b>

<b>GENERAL POLICIES CONTINUED</b>		
T.	CHILD CUSTODY AND COURT ORDERED PARENTING POLICY	30
U.	CHILD SUPPORT POLICY	30
V.	CA RESIDENCY REQUIREMENT	30
W.	PARENT INCAPACITATION SERVICE LIMITATION POLICY	31
X.	SLEEP-TIME POLICY	31
Y.	TRAVEL TIME POLICY	31
Z.	SEEKING EMPLOYMENT LIMITATION POLICY	32
AA.	SELF-EMPLOYMENT POLICY	32
BB.	TRAINING TOWARD VOCATIONAL GOAL POLICY	33
CC.	CONTINUATION OF VOCATIONAL TRAINING POLICY	34
DD.	VOCATIONAL TRAINING STUDY TIME POLICY	34
EE.	SEEKING PERMANENT HOUSING POLICY	35
FF.	DOCUMENTING EMPLOYMENT IN THE HOME SERVICE LIMITATION POLICY	35
GG.	DOCUMENTING EMPLOYMENT AS ASSISTANT IN A LICENSED HOME POLICY	36
HH.	CELLULAR OR MOBILE PHONE USE POLICY	36
II.	APPEAL PROCEDURE	36
JJ.	SITE PLACEMENT AND TRANSFER POLICY	37
X.	TERMINATION POLICY	38
XI.	NOTIFICATION OF PARENTS' RIGHTS	39
XII.	WHEN THERE IS A COMPLAINT ABOUT A LICENSED FACILITY	39
XIII.	FAMILY CHILD CARE HOME EDUCATION NETWORK	40
	A. RECORDING DAILY ATTENDANCE POLICY	41
XV.	GRATUITIES, FAVORS AND GIFTS POLICY	42
XVI.	OUTSIDE FUND RAISERS & SALES POLICY	42
XVII.	EMPLOYEE & VOLUNTEER IMMUNIZATION POLICY	42
XVIII.	DEFINITIONS	43-45
XIX.	ATTACHMENTS	
	USDA NON DISCRIMINATION STATEMENT	
	SITE LOCATIONS	
	DESIGNATED HOLIDAYS	
	COMMUNITY RESOURCES	
	WIC INFORMATION	

## 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 California Department of Education, United States Department of Education and United States Department of Health and Human Services, United States Department of Agriculture (USDA), parent fees, and private and corporate donations and the United Way California Capital Region. Eligibility based early education and care services are provided in centers and through independent contractors who are enrolled in the family child care education network. Nutrition services, that follow USDA regulations, outreach to licensed providers in five counties. On a daily basis, *more than 5,000* of children benefit from participation in Beanstalk sponsored programs.

The Beanstalk Handbook for Parents informs participants about Beanstalk and is designed 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 policies and procedures, consult the center supervisor, an enrollment coordinator or a program manager.

As a Tax Exempt 501(c) (3) Corporation, 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.

Parents/Guardians are valued as the child's first teacher. Beanstalk believes that the parent/guardian 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 pre-Kindergarten center based programs.

Thank you for your trust in Beanstalk programs.

The Beanstalk Board of Directors adopted this handbook as of June 2, 2017. The policies and procedures in this handbook apply to Beanstalk participants. All previous Beanstalk Handbooks for Parents are superseded and are no longer applicable.

*President, Board of Directors*

*Executive Director*

**I. MISSION STATEMENT (Revised and Board Approved 6/2/06)**

Beanstalk's mission is to provide children and families with enriching early education and care and nutritional programs in centers and family child care homes that is safe, affordable, research based and culturally sensitive, supported by community partnerships and coordinated services

**II. PROGRAMS**

**A. HOW TO CONTACT BEANSTALK**

MAIN OFFICE: BEANSTALK  
1771 TRIBUTE ROAD, SUITE A  
SACRAMENTO, CA 95815  
(916) 344-6259  
(916) 344-2736, Fax  
[www.beanstalk.ws](http://www.beanstalk.ws)

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

SITES BY CONTRACT: See Attached List

**B. CONTRACT INFORMATION**

**1. CSPP – CENTERS**

Part Year (minimum 175 Days/Year), Part Day (3 hours per day), Monday through Friday  
Eligible Ages - 3 and 4 Year Olds as well as 5 years olds not eligible for enrollment in Kindergarten

**2. CCTR – FAMILY CHILD CARE HOMES EDUCATION NETWORK**

FCCH – Full Year (minimum 246 days/years)  
Days and Hours Vary  
Eligible Ages – 0 thru 12 years of age (unless child qualifies as defined by exceptional needs and has a current IEP See Definitions)

**C. OPEN DOOR POLICY (EC 8203 and 5CCR 18275)**

Centers and Family Child Care Homes follow an open door policy. Each enrolled parent/guardian has access to their child(ren) at all times.

**D. PROHIBITION OF RELIGIOUS INSTRUCTION/WORSHIP POLICY**

The contractor shall not provide nor be reimbursed for early education and care services, in centers or family child care homes that include religious instruction or worship.

## **E. EQUAL ACCESS (ADA)**

Beanstalk complies with the Americans with Disability Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines pursuant to ADA.

## **F. NON DISCRIMINATION POLICY**

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, 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 exceptional needs when reasonable accommodations do not create an undue hardship. The parent has an obligation to provide Beanstalk with information such as Individual Education Plan (IEP) and Individual Family Service Plan (IFSP) about the exceptional needs of the child. This information allows staff to support the unique developmental needs and goals established for the child.

## **G. INSPECTION AUTHORITY**

**(State of California, Health and Human Services Agency, Department of Social Services, Community Care Licensing Division)**

Section 101200 of Title 22, Division 12, and Chapter 1 Manual of Policies and Procedures for Centers and Section 102391 of Title 22, Division 12, Chapter 3 Manual of Policies and Procedures for Family Child Care Home states:

- 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
  - a) at anytime (centers)
  - b) during the homes normal business or any time that services are being provided (family child care homes) 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 child or child care center records, without prior consent. The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement. Refusal to abide by this authority is in direct violation of Title 22.

## **H. MANDATED REPORTER (*Penal Code 11164-11174.3*)**

Early care and education staff, Child Care Food Program staff and family child care providers are required by law to report any known or suspected child abuse or neglect to the appropriate authorities.

### III. PHILOSOPHY, GOALS AND OBJECTIVES

#### A. PHILOSOPHY *(EC 8261 and 5CCR 18271)*

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

Daily schedules offer opportunities for children to create, explore the environment, learn concepts, problem solve, have personal interactions, develop self-regulation skills, practice small and large muscle skills and acquire independence through active experiences with materials and people relevant to their own experiences.

Positive self-esteem is fostered through planned activities and adult interactions that are responsive to individual differences in ability and interest. Opportunities are provided for spontaneous and structured situations, solitary play as well as group activities and indoor/outdoor play. Adaptations are made to accommodate for different learning modalities.

#### B. GOALS AND OBJECTIVES *(EC 8261 and 5CCR 18271)*

Services: To provide early care and education, nutrition, health, social and educational opportunities for the family.

Variety: To provide a variety of programs, centers and family child care homes with traditional and non-traditional hours options. To provide programs that reflects "best practices" for children and families.

Parent Involvement and Education: To provide parenting education as well as to model appropriate practices. To involve parents in the Parent Advisory Committee, program self evaluation, conferences, with special events and as volunteers.

Individualization: To provide individual assessment and planning for children.

Community Service: To respond to community needs, promote child advocacy and to provide representation at community events.



**C. PARENT INVOLVEMENT AND EDUCATION** *(EC 8203 and 5CCR 18275)*

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

Parent Advisory Council (PAC) members 1) represent the interest of enrolled participants, 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. To become involved in the PAC, contact the center's site supervisor or the enrollment coordinator in the central office. (EC 8203 and 5CCR 18275)

**D. COMMUNITY INVOLVEMENT** *(EC 8203 and 5CCR 18277)*

Beanstalk seeks support from the community including the solicitation for donations and services. Information about services is readily available to the community by telephone, mail, by visiting a program site, at community events or through [www.beanstalk.ws](http://www.beanstalk.ws). Multi-lingual staff is available to promote access to our multi-language community. The Board of Directors also represents a variety of community endeavors.

**E. EDUCATIONAL PROGRAM** *(EC 8261 and 5CCR 18273)*

Curriculum that is age appropriate and reflects the developmental level of the child is on-going. Pre-Kindergarten programs provide school readiness 3, 4 and 5 year old children. Kindergarten transition activities are provided for children and parents/guardians that allow families to move from pre-Kindergarten to formal academic setting of elementary school. For the school-age child, before and after school activities support academic success through homework support, enrichment and recreational activities.

Staff serves as facilitators and positive role models. They provide programs that are supportive, nurturing, warm and responsive to the individual needs of children. Parent/Guardians are respected as the primary and most important provider of care for their children. Parents/Guardians and staff work together to establish partnerships based on mutual trust and respect.

Curriculum is developed to help children value and respect diversity. Cultural celebrations and/or traditions that reflect the enrolled participants are shared with the children. Parents/Guardians have the right to ask that

children not are included in activities due to personal beliefs. Staff make every effort to accommodate family requests. If accommodations cannot be made families will be advised and alternative arrangements may be necessary.

**F. NUTRITION AND FOOD SERVICE POLICY (EC 8261 and 5CCR 18278) (Updated 8/10; Board Approved 9/3/2010)**

Beanstalk 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.

Learning about nutrition, the value of physical activity, as well as forming positive eating habits is important to each child's healthy growth and development. A variety of nutritious foods are provided during meals/snacks. Staff actively encourages children to take part in food preparation and mealtime. Children are also encouraged to try all foods that are offered (excluding food that cause allergies). Beanstalk does not use or promote the use of food to punish or reward children's behavior. Children are not forced to eat or drink.

Gum and candy are not appropriate in a child care setting. If brought to the site, these items will be stored and returned to the parent. *Parents who would like to bring food, for a special planned activity, must have prior approval from the site supervisor.* Foods for special activities should support curriculum and child nutrition.

Information about food allergies, cultural restrictions and strong food dislikes as well as suggestions for substitute foods should be given to the center supervisor or the provider. For children that require meal accommodations, that are based upon the medical or health needs, a Meal Accommodation Form is available at each site. A qualified health care provider must complete this form.

Throughout the day, children have unlimited access to drinking water (22CCR, 101239.2).

Meal times and menus are posted in advance for parents to review. Programs provide the following meals and/or snacks:

<u>Type of Program</u>	<u>Meal</u>
Preschool Center (Part day, Part Year)	Snack
Preschool (Full Day, Full Year)	2 Main Meals + Snack or 2 Snacks + 1 Main Meal

Family Child Care Homes

Meals Served Are Determined by Each Provider (Note: CACFP reimburses providers for either 2 main meals and 1 snack *or* 1 main meal and 2 snacks per day, per child in care)

**G. DRDP – CHILD ASSESSMENT** *(EC 8261 and 5CCR 18272)*

Desired Results Developmental Profile (DRDP) is a record of a child’s physical, cognitive, social and emotional development that is used to inform teachers and parents about the child’s developmental progress in meeting desired results.

All children, those with Individual Educational Plans (IEP) and those without IEPs, are assessed using a Desired Result Development Profile (DRDP) 2015 assessment tool.

DRDPs are required for children who are in care 10 hours or more each week. Each child is initially assessed within 60 days of enrollment and again 6 months later. Thereafter, each child receives 2 assessments per year. The DRDP process includes input from parents, agency staff and providers as appropriate. Parents are given the opportunity to review DRDP findings with agency staff during the twice annually parent conference.

Information from the DRDP is used to develop curriculum plans that support each child’s growth and development.

**H. ENVIRONMENTAL RATING SCALES (ERS)** *(EC 8261 and 5CCR 18279)*

Annually, the ERS instrument is used to rate learning environments and practices for children by classroom or family child care site. CDE requires agencies and self-employed contractors to meet a minimal rating of 5 (out of a possible score of 7) using one of the following.

For Preschool Classrooms: Early Childhood Environment Rating Scale (ECERS)

For Family Child Care Homes: Family Child Care Environment Rating Scale (FCCERS)

Results are use to modify and improve environments and practices for children who are enrolled in Beanstalk funded programs.

## **I. PROGRAM SELF EVALUATION** *(EC 8261 and 5CCR 18279)*

CDE requires agencies that receive state funds to complete an annual program self evaluation. The evaluation process includes information from the following sources:

1. DRDP Parent Surveys (5 CCR 18280)
2. DRDP Assessment Tool for Children
3. Environmental Rating Scales (FCCERS, ECERS)
4. Observations (Management, Support Staff, Board Members, etc.)
5. Categorical Program Monitoring Review (CPMR)
6. On-going Monitoring of Programs

Findings from the annual program self review are used to modify and improve programs for children and families.

## **J. HEALTH AND SOCIAL SERVICES** *(EC 8203 and 5CCR 18276)*

The health and social services plan:

1. Identifies the needs of the child and family for health or social services
2. Community based upon health or social services needs
3. Includes follow-up with the parent to ensure the needs have been met.

## **K. HOLIDAY AND OTHER CLOSURES**

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). 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, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after and Christmas Day.

## **L. STAFF DEVELOPMENT** *(EC 8261 and 5CCR 18274)*

Beanstalk is committed to quality early education and care. We hire qualified staff. All Beanstalk teaching staff holds the appropriate credential/child development permit issued by California Commission on Teacher Credentialing. Beanstalk's plan for staff development includes, but is not limited to:

1. New employee orientation to guide them in understanding how agency policies relate to respective job descriptions
2. The support of continuous staff growth by assessing the needs of staff and providing professional development activities and, with prior approval, reimbursement of registration fees
3. Job performance review

We have sound internal communication mechanisms which include: posting of Board minutes, staff meetings (management, supervisors, employee, annual agency meeting), email, telephone access, agency memos, annual staff survey, access to management and human resources to provide staff with information necessary for job success.

#### **IV. HOW TO QUALIFY**

##### **A. ELIGIBILITY (EC 8263(a)(1))**

For CCTR and CSPP Contracts: To receive early education and care services, families must meet eligibility that includes one (1) of the following:

1. Family is a public assistance recipient
2. Family is income eligible (at or below 70<sup>th</sup> percentile SMI)
3. Family is homeless
4. The family has a child who is at risk of abuse, neglect or exploitation, or receiving child protective services through the county welfare department and that early care and education is a part of the plan

For CSPP: Children must be three or four years old and not eligible to enroll in kindergarten (see definitions).

For CCTR: Ages 0 thru 12 years (for exceptions see definitions).

##### **B. NEED (EC 8263(a)(2) and 5CCR 18085.5(b))**

For CCTR Contract: To receive early education and care services, need shall be established 1 or 2 below as follows:

1. Child Protective Services or at risk of abuse, neglect or exploitation
2. The parent(s) and any other adult counted in the family size are any of the following:
  - a. Employed
  - b. Seeking employment
  - c. Participating in vocational training leading directly to a recognizable trade, para-profession or profession
  - d. Family is homeless and seeking permanent housing for family stability
  - e. Incapacitated

For CSPP (Part Day, Part Year): (Need *Non Applicable*)

**C. FAMILY SIZE** (*EC 8261, 8363, and 5CCR 18100*)

Family size is determined by the number of parents and children, for whom the parent is responsible; who comprise the household in which the child who is receiving services is living. The parent shall provide supporting documentation regarding the number of children and parents in the family. *Supporting documentation for the number of children shall be at least one of the following:*

Birth certificate, child custody court order, adoption documents, foster care placement documents, school records, medical records, county welfare department record, and other reliable documentation indicating the relationship of the child to the parent.

When only one (1) parent lives in the household, that parent is required to sign as a part of the CD 9600 – Application for Service, an under penalty of perjury statement verifying the absence of the other parent.

When a child and his/ her siblings are living in a family that does not include biological or adoptive parents, the family size is the child and his/ her related siblings.

**V. HOW FAMILIES ARE SELECTED**

**A. CHILDCARE ELIGIBILITY LIST (CEL)** (*EC 8227 and 5CCR 18106*)

Child care and development contractors use a childcare eligibility list (CEL) 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.

**B. PRIORITIES FOR ENROLLMENT**

**1. CSPP** Priorities are as follows (*EC 8261, 8263 and 5CCR 18106*):

- a. 1<sup>st</sup> Priority: Families whose age eligible children are receiving child protective services or family whose eligible children are at risk of abuse, neglect or exploitation. Within this priority, children receiving protective services through the local county welfare department are admitted first.
- b. 2<sup>nd</sup> Priority: Income eligible 4 year olds that are not enrolled in TK are admitted before income eligible 3 year olds. Lowest income ranking is admitted first.

**2. CCTR – Priorities are as follows (*EC 8263(b) and 5CCR 18106*):**

- a. 1<sup>st</sup> Priority: Families whose children are receiving protective services or families whose children are at risk of being neglected, abuses or exploited. Within this priority, children receiving protective services through the local county welfare department.
- b. 2<sup>nd</sup> Priority: All children and families who are not within the first priority for admission are admitted in accordance with family income, with the lowest per income ranking admitted first.

**VI. ENROLLMENT PROCESS**

**A. NOTIFICATION OF ENROLLMENT POLICY**

Families on the eligibility list are notified of openings by mail. Families must respond to the mailed notification within five (5) business days. Families who do not respond or decline to enroll are returned to the CEL. Families who accept the space are mailed an enrollment packet. Parents have ten (10) business days to contact Beanstalk and schedule an initial certification appointment. Families who do not make a certification appointment or who do not keep the certification appointment will receive a courtesy call from agency in an attempt to schedule or reschedule an appointment. If the parent still does not follow through the family will be returned to the CEL.

**B. DOCUMENTATION TO BRING TO INITIAL AND RE-CERTIFICATION APPOINTMENT POLICY**

1. The parent must provide current documentation of the following: Proof of all sources of family income\* information reflecting current and on-going income (Note: Definition Section - see income for details) (*EC 8261, 8263 and 5CCR 18084*)
2. Documentation of need (*EC 8261, 8263, 8265 and 5CCR 18085*) (N/A for part year, part day CSPP)
3. Documentation of family size (parents and minor children) (*EC 8250, 8261, 8263 and 5CCR 1800*)
4. Documentation of California residency (*EC 8201, 8263 and 5CCR 18107*)

**C. APPLICATION FOR SERVICES POLICY (*EC 8250, 8261, 8263, 5CCR 18083 and 18100*)**

The application for services shall contain the following information:

1. The parent(s) full name(s), address and phone numbers
2. The names, gender, birthdates of all children identified in the family

3. The number of hours of care needed for each child
4. The reason for needing child care and development services
5. Employment or training information for parent(s), if applicable
6. Eligibility status
7. Family size and income
8. The parent's signature and date of the signature
9. The signature and the date signed by the contractor's authorized representative certifying the eligibility

**D. NOTICE OF ACTION (CD 7617) (EC 8237, 8261, 8263 and 5CCR 18094 and 5CCR 18118)**

Within 30 calendar days of the parent signing the Application for Services, the Notice of Action (NOA) must be mailed or delivered to the applicant. The NOA is used to communicate the contractor's decision to approve, deny or change services for the applicant. The NOA shall include: applicants name and address; contractors name and address; name and telephone number of authorized representative who made the decision; the date of the notice; and the method of distribution of notice. If the Notice of Action is used to approve services, the notice shall contain:

1. Basis for eligibility
2. Monthly family fee, if applicable
3. Names of children approved to receive services
4. Hours of service approved for each day
5. Duration of eligibility

If the services are denied, the notice shall contain:

1. The basis of denial
2. Instructions for the parent(s) on how to request a hearing if they do not agree with the contractor's decision

If the Notice of Action is used to notify the parent when changes are made to the service agreement, the notice shall contain:

1. Type of action taken
2. Effective date of the action
3. Description of action
4. A statement for the reason(s) for the change (including termination of services)
5. Instructions for the parent(s) on how to request a hearing if they do not agree with the contractor's decision



## VII. HOW TO CONTINUE IN THE PROGRAM

### A. RECERTIFICATION POLICY (Full Year Contracts Only) (EC 8261, 8263(b)(1)(B) and (C))

After initial certification and enrollment, the contractor shall verify need and eligibility and recertify each family as follow:

1. Families receiving child care and development services because child is at risk of abuse, neglect or exploitation are limited to receive services for 3 months. The family can continue based upon:
  - a. The child is receiving protective services and child care and development services are a part of the plan
  - b. The family meets other need and eligibility criteria
2. Families receiving services because the child's receiving child protective services shall be recertified at least every 12 months
3. All other families shall submit for approval current eligibility and need information upon request or at intervals not to exceed 12 months.

### B. FEE PAYMENT POLICY (EC 8273 and 5CCR 18108 and 18109)

Using the *Flat Monthly Fee Schedule*, families are assessed a fee at the time of initial certification. Initial fees must be paid in full prior to the start of services. Fees will be reassessed when a family is recertified or when the family data file is updated due to a change in status. Reassessed fees are effective the first of the month following the receipt, verification and approval of the updated information. Fee payment options include check, money order, PayPal or cash if paid in person at the central office.

1. Several factors must be considered when calculating the fee:
  - a. Family income (5CCR 18064 and 18096(b))
  - b. Family size (5CCR 18100)
  - c. Hours of the certified need
    - a. Full Time fees shall be assessed for *130 hours or more of care per month*
    - b. Part Time fees shall be assessed for *less than 130 hours of care per month*
    - c. Adjustments are not made for absences, excused or unexcused, or on a child's actual attendance
    - d. The fee shall be the full portion of the family's cost for services (Exception see section IX. L)
2. The family fee shall be billed in advance and shall be paid in full in advance no later than 4:30PM on the last day of the month
3. At the time of re-certification, services cannot be approved if the family fee is delinquent
4. Transfers within the agency shall not occur if the monthly family fee is delinquent
5. The family fee shall be considered delinquent after 7 calendar days from the date the fees were due

6. A Notice of Action to the recipient of services shall be used to inform the family of that fees are delinquent and shall include:
  - a. The monthly family fee
  - b. The total amount of the unpaid fees
  - c. The period of delinquency
  - d. Services shall terminate 2 (two) weeks from the date of the Notice of Action unless all delinquent fees are paid before the end of the 2 (two) week period (a total of 19 days includes 5 (five) days for mailing)
7. Upon the termination of enrollment for delinquent fees, the family shall be ineligible for services until delinquent fees are paid in full (5CCR 18116)
8. A 5<sup>th</sup> Notice of Action for delinquent fees, within the contract year, shall result in the termination of services (5CCR 18114).
9. When a contractor cannot meet all of a family's needs for early care and education for which eligibility and need have been established, the contractor shall grant a fee credit equal to the amount paid to the other provider(s). (EC 8263, 8269 and 5CCR 18112)
  - a. The contractor shall apply the fee credit to the family's following fee period only
  - b. The family shall not be allowed to carry over the fee credit beyond the family's following fee period
  - c. The parent shall provide a copy of the receipt(s) or cancelled check(s) for other child care and development services. The receipt for other child care shall include all of the following information:
    1. Name of child and parent
    2. Dates that receipt or cancelled checks covers
    3. Amount paid
    4. Name, address and phone number of other caregiver (required on receipt)
    5. Other caregiver must sign and date receipt
  - d. Receipts or cancelled check(s) for other child care services are due by the last day of the current month. If copies of the receipts or cancelled check(s) are faxed to the billing clerk, the parent shall call to verify the receipt of this documentation
  - e. Receipts or cancelled check(s) for other child care services are delinquent 7 calendar days after the due date
10. If the family does not receive a bill for the monthly family fee by the 20<sup>th</sup> calendar day of the month, the parent shall inform the Billing Clerk by calling (916) 344-6259. The payment of the monthly family fee is the responsibility of the parent whether or not a bill has been received

11. If a check payment for fees is returned due to “non-sufficient” funds or an electronic payment is rejected, the parent will be required to pay all future fees using either a money order or in cash. Cash payments must be made during office hours at the central office. Note: The office does not provide change for the over payment of fees. Overpayments are credited to the following month’s fee.
  - a. The parent will be responsible for the payment of any additional bank or electronic payment fees
  - b. A Notice of Action will be issued for the non-payment of the monthly family fee
  
12. A monthly family fee is not charged for participants enrolled in CSPP (part day, part year program)

**C. DELINQUENT FEE REPAYMENT PLAN POLICY (5CCR 18114)**

If a parent is unable to pay outstanding fees, he/she may propose a payment plan. A written payment plan proposal shall be submitted to the Eligibility Manager, or in his/her absence a designee, for review and approval prior to the termination date noted on the Notice of Action. The written payment plan shall include the following information:

1. Parent’s name
2. Child(ren) name(s)
3. Explanation or reason fees are outstanding
4. Appropriate documentation verifying need for payment plan
5. Length of time for payment plan (*not to exceed 120 calendar days*)
6. Specific dates on which each payment will be received in the Beanstalk office
7. A statement that the current monthly family fee will be paid in advance

The parent may request a delinquent fee payment plan one (1) time during the contract year. Failure to follow the approved payment plan will result in the termination of enrollment and services.

**D. NOTIFICATION OF CHANGES POLICY (5CCR 18102)**

The parent shall *inform the contractor, **within 5 calendar days of the occurrence**, of any change in family income, family size or need for state funded early education and care services.* (See Section IV, B. Need).

Note: Follow-up documentation of a change is required within 30 calendar days of the event.

Reportable changes include, but are not limited to: birth/adoption, employment status, marital status, increase or decrease of income, increase/decrease of family size, change in approved current vocational training coursework and/or schedule, etc.

## **E. ABIDE BY BEANSTALK POLICIES, PROCEDURES AND REQUIREMENTS POLICY**

It is the responsibility of the enrolled parent to become informed of, as well as, inform their authorized representatives of Beanstalk policies, procedures and requirements. Enrolled parents and their authorized representatives are required to abide by all Beanstalk policies, procedures and requirements. The enrolled parents shall be given a written warning for the first violation of a program policy, *except* for requirements of Notification of Changes Policy and Delinquent Fees Repayment Plans. After the written warning the next violation of any other policies, procedures or program requirements will be addressed in a Notice of Action.

## **VIII. AGENCY POLICIES**

### **A. DAILY SIGN IN AND SIGN OUT POLICY (TITLE 22, 101229.1)**

The parent/guardian (or other authorized adult\*) has the responsibility of escorting children into and out of the site. The parent (or another authorized adult) shall, on a daily basis, for each child use a full legal signature to sign in upon arrival and out upon departure. The parent (or another designated adult) shall, on a daily basis, record the actual time of arrival and departure. Only blue or black ink shall be used on the attendance sheets.

*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. For school age children: As further documentation of the transfer of responsibility, staff shall initial and record the actual time that children leave the site for school and return to the site from school.

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

**B. EXCUSED AND UNEXCUSED ABSENCE POLICY (5CCR 18066)**  
(Board of Director Approved: August 5, 2005; Revision Approved June 2, 2017)

Attendance includes **EXCUSED ABSENCES** due to:

1. Illness of Child or Parent
2. Quarantine of Child or Parent
3. Medical, Dental and/or Therapy Appointment for Parent/Guardian or Child
4. Court Ordered Parenting or Visitation (copy of court order must be on file with agency)
5. Unusual Safety or Travel Conditions (as declared by local or state emergency personnel, emergency services or police activity)
6. Family Emergency – Limited to 20 Days Per Contract Year
  - a. Catastrophic Events – Fire, Flood, Earthquake, Tornado
  - b. Accident
  - c. Death in Immediate Family
  - d. Court Ordered Appearance
  - e. Illness of Sibling(s)
  - f. Transportation Problems
7. “In the Best Interest of the Child Days” – Limited to 10 Days Per Contract Year – (Note: Unlimited for CPS or At-Risk Participants)
  - a. Family requested vacations
  - b. Child spending time with family member or friends
  - c. Required extended school field trips
  - d. Any activity that is clearly in the best interest of the child

**UNEXCUSED ABSENCES** – Limited to 5 Days (Per Contract Year)

Unexcused absences include all absences that do not meet the excused absence criteria. Unexcused absences in excess of 5 days will result in the termination of services.

**C. ABSENCE NOTIFICATION POLICY**

Parents are required to notify the center on a daily basis when the child will be absent and provide a reason for the absence.

**D. DISCIPLINE POLICY**

Discipline is based upon the idea of “guidance” and on building positive self-concepts for children, using non-violent methods. The main reasons for intervention are to keep children from hurting themselves, hurting others or destroying property and to educate children on alternative methods of handling conflict and/or understanding rules.

Children are encouraged to use problem solving methods in order to resolve their own problems before adults intervene. School age children are given specific instruction on conflict management and peaceful resolution skills. Preschoolers are given guided instruction using conflict management techniques. Guidance is given through: modeling, role-

playing, scenarios, stories as well as cooperative exercises and games.

When intervention is necessary it first involves: 1) reminding children of the rules and reasons why behavior is inappropriate, 2) redirection, 3) a discussion of possible alternate solutions and 4) a discussion of consequences of their actions. If these methods are not successful, children may be restricted from participating in an activity related to the broken rule or given an appropriate consequence. Corporal punishment or any punitive measures that present a personal rights violation to children are never used.

The parent will be kept informed when there is an on-going concern about discipline. If positive methods do not produce an improvement in the children's behavior, the parent and staff will develop a corrective action plan that is in the best interest of the child. When a child's behavior presents a danger to him or herself or other children or adults, or continued behavior takes more time than staff is able to provide, Beanstalk will terminate the enrollment of the child.

## **E. HEALTH AND SAFETY**

### **1. HEALTH POLICY (EC 8203 and 5CCR 18276)**

Children must be well and healthy in order to fully participate in and benefit from an active child development and care program. When children have *symptoms of illness*, which include, but are not limited to fever, vomiting, diarrhea, rash, pain, discolored discharge from nose, eyes, ears or throat/chest, listlessness, etc. they must be kept home. Home rest prevents the spread of illness to other children and adults and helps children regain their health.

Parent/Guardian or other authorized adult will be contacted 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 until the parent/guardian or authorized other adult arrives to take them home. Children may return to care after they have been well for 12 hours. A medical provider may need to be consulted and a written release may be necessary to re-admit children after a highly communicable or prolonged illness.

It is the responsibility of the parent/guardian to notify the center or provider when the child has a contagious illness or disease. Other participants will be notified in writing of any occurrence of communicable or serious illness. Confidentiality will be maintained.

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.

## **2. DAILY INSPECTION FOR ILLNESS POLICY (22CCR, 101226.1)**

Each site has the responsibility of ensuring that children with obvious signs of illness, including but not limited to symptoms stated in the Health Policy, are not accepted. No child shall be accepted without contact between staff and the person bringing the child. *After* the child has been determined to be without obvious signs of illness, and has been accepted, the child shall be signed in by the parent or other adult authorized by the parent.

## **3. IMMUNIZATION POLICY (17CCR 6000-6075 and Health and Safety Code 120325-120380) (SB 277 Public Health Vaccinations Effective January 1, 2016) (Board of Directors Approved 2/5/2016)**

All families must submit immunization records for each child upon entry into California, public or private, schools or child care facilities, including child care centers, day nurseries, nursery school, family child care home and developmental centers. Except as noted below, the parent or guardian will no longer be allowed to submit a personal belief exemption (PBE) to a currently required immunization.

For Personal Belief Exemptions Prior to January 1, 2016:

California PBE filed in 2015 are only valid if signed by both a health care provider and a parent/guardian no more than 6 months prior to first entry into school or child care or a new grade span (transitional kindergarten or kindergarten or 7<sup>th</sup> grade). PBEs filed in 2015 are invalid for children that are entering care or school in the fall of 2016.

Documentation of a California PBE that was in place prior to 2015 remains valid until the child enters transitional kindergarten or kindergarten or the 7<sup>th</sup> grade.

For The Child With A Medical Exception To A Required Immunization:

A parent or guardian must submit a written statement from a licensed physician (Medical Doctor or Doctor of Osteopathic) which states the following:

- a. The physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- b. Which vaccines are being exempted.
- c. Whether the medical exemption is permanent or temporary.
- d. The expiration date, if the exemption is temporary

A list of children with exemptions shall be maintained so that children can be identified and excluded from attendance if a communicable disease outbreak occurs.

#### **4. MEDICATION and INCIDENTAL MEDICAL SERVICES POLICY (Board of Directors Approved 11/6/15)**

Beanstalk centers will dispense 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 EpiPen Jr. and EpiPen.

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:

- a. Written authorization from the child's physician and a valid prescription.
- b. Written authorization from the child's authorized representative.  
Parent must complete the Parent Consent for Administration of Medications form.
- c. Medication, supplies and equipment must be in the original labeled container with the child's name on it and shall not be expired.
- d. Facility will maintain documentation of medical and Incidental Medical Services on a log after every medication or service administered.
- e. 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.
- f. The parent has the responsibility of training each designated staff in the proper administration of medication or incidental medical services.
- g. 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 [ ] Prescription Current

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 child's authorized representative and 911 must be called immediately.

As soon as possible, preferably on the same day of the emergency, a designated and trained staff is required to contact the Center Manager or the Executive Director. The Center Manager or Executive Director is required to complete the Unusual Incident/Injury Report (LIC 624) and send it to CA Department of Social Services, Community Care Licensing Division.

## **5. FIRST AID, EMERGENCY MEDICAL or DENTAL INJURY POLICY**

Upon registration, parents/guardians 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/Guardians also have the option of designating an alternative emergency medical care provider.

When a child has a minor injury, staff will, as appropriate, wash the injury with soap and water, apply ice and cover the area with a bandage. When a child hits his/her head the parent will be immediately be notified with a telephone call. All injuries are document on a child accident form, reviewed with the parent and signed by both the parent and staff.

When a child has a serious injury, staff will call the parent and 911. An Unusual Incident Report is also filed with Community Care Licensing Division. Designated staff are trained and certified in CPR and First Aid.

## **6. QUIET REST OR NAP POLICY (Full Year Programs Only)**

Young children, including those enrolled in morning only kindergarten, are provided the opportunity to rest quietly or nap during the middle of the day. Centers provide individual mats and sheets are provided. Children may bring a small blanket from home (the size of a beach towel is appropriate). 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. Children shall not be forced to remain on a mat when they are awake after 20 minutes. These children are allowed to choose quiet activities while the other children rest or nap.

## **7. HEAD LICE AND “NIT” FREE POLICY**

Although not an illness or a disease, head lice are not uncommon and can be a highly contagious pest in a group setting. After treatment and upon proof that children are lice and “nit” free, children may return to the program. Children will be excluded until they are lice and “nit” free. Note: Upon return to the center staff will inspect the child’s hair to determine that the child is both lice and “nit” free. The parent or other authorized adult must wait until the inspection has been completed.

When lice infestation is chronic, the parent/guardian will be required to seek professional assistance and provide written verification of the professional assistance. Children with chronic lice and nit infestation will be excluded from the program until they are free of lice and nits. Exclusion from the program for repeated and chronic lice or “nit” infestation will result in the termination of services.

## **8. EMERGENCY CLOSURE POLICY**

It is the policy of Beanstalk to close center facilities when the school district or an individual school site, on which it provides child development and care services, is closed due to emergency conditions, weather, flooding, long term power loss, hazardous spills, etc. Parents/Guardians or other authorized adults will be contacted or notified with a posted notice

or a message on the centers telephone if an emergency closure occurs. In the case of an emergency that requires the evacuation of the premises each center has a designated evacuation location. Contact the Site Supervisor for this information.

## **IX. GENERAL POLICIES**

### **A. CONFIDENTIALITY OF RECORDS POLICY (5CCR 18117)**

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.

### **B. 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, providers, staff, volunteers, guest/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 termination of child care and development services, employment or contractor agreement.

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 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.

### **C. CLOTHING AND FOOTWEAR POLICY**

Clothing and footwear should be appropriate for inside and outside play throughout the year. Children should wear washable play clothes. Daily activities can get 'messy'. Watercolor paints, crayons, water, sand, dirt, tempera paints, finger paint, glue, play dough, etc. are available to the children throughout the day. Children, who are under the age of six years,

are required to have an extra set of clothing just in case there is a need to change clothes. Be sure to write the child's name on his/her clothing. Foot wear should allow for active and safe play – running, peddling, climbing, jumping, dribbling, kicking, sliding, etc. Athletic shoes are great for this purpose. Sandals with back straps are acceptable during the hot weather. Slip-ons and flip-flop type shoes may be worn during water activities only.

Children must be dressed for weather conditions.

### **C. UNIFORM COMPLAINT PROCEDURE NOTICE (5CCR 4600-4687)**

It is the intent of B J Jordan Child Care Programs, Inc. DBA Beanstalk to fully comply with all applicable laws and regulations. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding the Beanstalk program's alleged violation of a statute or regulation that the California Department of Education is authorized to enforce. This included allegations of unlawful discrimination in any program or activity funded directly by the State or receiving federal or state financial assistance.

Federal and State laws protect complainants from retaliation.

Complaints must be signed and filed in writing with:

California Department of Education  
Early Education and Support Division  
Complaint Coordinator  
1430 N Street, Suite 3410  
Sacramento, CA 95814

If the complainant is not satisfied with the final decision of the California Department of Education, remedies may be available in federal or state court. In this event, the complainant should seek the advice of an attorney of his/her choosing.

A complainant filing a written complaint alleging violation of prohibited discrimination may also pursue civil remedies, including but not limited to injunctions, restraining orders or other remedies.

### **D. RESOLUTION OF PROBLEMS AND DISPUTES POLICY**

Beanstalk desires to give parents/guardians fair and impartial treatment. Parents/Guardians have the right to present problems without interference, discrimination or reprisal. Questions and problems will be given fair consideration. Parents/Guardians who feel he/she has been improperly treated or feel that a policy or procedure has been improperly interpreted or applied to him/her should use the Resolution of Problems and Disputes Procedure in order to bring about a resolution.

## **Resolution of Problems and Disputes Procedure**

### First Step – Site Supervisor or Center Director

Parent/Guardian should schedule an appointment to meet with the supervisor or director of the site to discuss the issue or problem. An appointment will be scheduled within 5 days. There will be an investigation and an attempt will be made to resolve the issue or problem.

Parent/Guardian will receive follow-up information within 15 days of the scheduled appointment with the supervisor or director of the site.

### Second Step – Manager

If the parent/guardian does not receive a satisfactory answer or resolution, upon the receipt of the supervisor or center director's decision, he/she may appeal to the preschool or the school age program manager. Within 5 days of the receipt of the Supervisor or director's decision, the manager will schedule an appointment with the parent/guardian. There will be an investigation, including a review of the supervisor/center director's decision. Parent/Guardian will receive a written response from the manager within 15 days of their meeting.

### Third Step – Executive Director

If the parent/guardian does not receive a satisfactory answer or resolution, upon receipt of the manager's decision, he/she may appeal to the Executive Director, or in his/her absence an appointed representative. Within 5 days of the receipt of the parent/guardian's statement of dissatisfaction, the Executive Director will schedule a meeting with the parent/guardian. There will be an investigation, including a review of the manager's decision and supervisor's decision. Parent/Guardian will receive a response within 15 days of meeting with the Executive Director. The decision of the Executive Director or designee shall be final.

## **F. CENTER LATE PICK-UP POLICY**

**(Board of Director Approved: 8/55/05; Revised 4/17/14, Board Approved: 5/2/14)**

It is important that children be picked up on time. When children are picked up late, after the session ends or after the center closes, 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/guardian and/or another authorized adults 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, CA 95821  
(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 preschool, following the late arrival, to pay the amount due in full.

Late fee payments must be made payable to Beanstalk 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 preschool 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.*

Note: For the Family Child Care Network: As an independent vendor, each family child care provider establishes his/her policy for late arrivals after contract hours. Contract hours are the hours that parent is certified to use Beanstalk funded services.

### **G. SCHOOL SUSPENSION AND/OR EXPULSION POLICY**

If a school age child is suspended or expelled from public or private school for any part of the school day, he/she will not be permitted to attend Beanstalk during the days of suspension.

If the public or private school age child receives an in-house, on campus suspension, the child may attend the center according to the regular before and after school contract.

### **H. CHILD SUSPENSION POLICY**

Unusually disruptive behavior or behavior that poses a danger to the child, other children and/or adults in the environment shall result in a call to the parent/guardian to come and get the child within an hour (1 hour) of being contacted. Beanstalk reserves the right to suspend a child for up to five (5) consecutive business days when unusually disruptive or dangerous

behavior warrants such action. Suspension of participation requires the approval of a program manager.

Prior to the child's return to the program, the parent/guardian shall be required to meet with the site supervisor and support staff to develop a mutually agreed upon corrective action plan that will support the child's success in the program. During the mutually agreed upon corrective action plan's timeframe, the site supervisor will periodically inform the parent of the child's progress with the corrective action plan.

If the mutually agreed upon corrective action plan does not produce an improvement, the enrollment of the child shall be terminated. Beanstalk will provide alternative early education and care resources if enrollment is terminated.

#### **I. TRANSPORTATION POLICY**

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

#### **J. NO REFUND POLICY (Board Approved August 1, 2014)**

Payments made for the flat monthly fee are non-refundable. Exceptions may be made at the discretion of the Executive Director or his/her authorized representative.

In the event of the termination of services, payments for an approved outstanding fee re-payment plan or late arrival fees remain the responsibility of the parent(s).

#### **K. FIELD TRIPS, SPECIAL EVENTS AND ADDITIONAL COST LIMITATION POLICY (EC 8273.3 and 5CCR 18111)**

The parent may be asked to pay for field trips or special events up to \$5.00 per child per activity, not to exceed \$25.00 per year per child according to the following:

- Parent will be notified in advance and in writing that a fee will be charged and no reimbursement will be available.
- No child will be denied participation in field trip or special event because of the parent's inability or refusal to pay.
- Information about payment will be kept confidential.

No adverse action will be taken against the parent/guardian for the inability or refusal to pay for field trip or special event. *Except as stated above, neither a contractor nor a provider of services shall require or solicit, in cash or in kind, any other additional payments from the recipient of service. The prohibition includes activities or services that would increase the family's cost of participation.*

**L. RE-ENROLLMENT POLICY (Board Approved 9/3/2010)**

Re-enrollment shall be at the discretion of Beanstalk.

In the event that families or children are terminated for failure to abide by Beanstalk's rules, policies or procedures, they will not be considered for re-enrollment for a minimum of three (3) months after the last date of service. When applicable, all outstanding fees must be paid in full prior to consideration for re-enrollment.

Families or children that are terminated because of the adult or child's conduct, real or perceived, threatened the personal safety, welfare or security of the program, other adults, staff or children shall not be considered for re-enrollment.

Families that are terminated for submitting fraudulent, false or misleading information or documentation regarding eligibility and/or need for state funded child care and development services shall not be considered for re-enrollment. Families who receive state funded services due to fraudulent, false or misleading information shall be billed using the daily Standard Reimbursement Rate for the full cost of the child care and development services.

When there is a mitigating circumstance and legal documentation is presented, a family may be considered for re-enrollment at the discretion of the Executive Director of Beanstalk, or his/her designee.

**M. DISPLACEMENT POLICY (EC 8227, 8261, 8263 and 5 CCR 18106)  
(Board Approved 9/3/2010)**

If it is necessary to displace families, for reasons including, but not limited to, a change in the Family Fee Schedule, reduction in State funding, a loss of a State contract or changes in State regulations, families shall be displaced (terminated from services) in reverse order of admissions priorities.

**N. PHOTOGRAPHING, VIDEO OR AUDIO TAPING AND POSTING  
IMAGES OF CHILDREN POLICY (Board Approved 12/03/2010)**

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.

#### **O. CCTR ATTENDANCE POLICY**

Families who are certified to receive services under the CCTR contract shall attend according to the approved need and during contracted days and hours only. Attendance for any other purpose is not reimbursable to the provider and is cause for the termination of services.

#### **P. CSPP ATTENDANCE POLICY (EC 8235(d) and (f))**

Children enrolled in part year, part day CSPP are required to attend for three hours each day, Monday through Friday (15 hours per week). Families who prefer a preschool program that is less than three hours per day or less than Monday through Friday shall not be enrolled. Once enrolled, it is not an option to decrease hours and days of participation.

#### **Q. CENTER TOILETING POLICY**

Beanstalk centers are not equipped or staffed to change wet/soiled diapers or pull-ups on a regular basis. The parent/guardian will be notified when frequent toileting accidents become a health or safety concern. Reasonable accommodations for children who have special needs, under ADA, will be made as required by law. A change of clothing is required for children who are of Kindergarten age and younger.

#### **R. DIAPER POLICY (EC 8273.3 and 5CCR 18111)**

The parent of the child who is using diapers or "pull-ups" is responsible for supplying an adequate number of diapers or 'pull-ups' to meet the health and comfort needs of the child.

#### **S. PARENTS UNDER THE AGE OF 18 YEARS POLICY**

A parent who is not 18 years of age, and who is not a high school graduate or does not hold a GED, may be enrolled. This parent shall meet income eligibility and attend high school or a continuation program that leads to a high school diploma or GED.

If the parent, who is a minor, is living with their parents but has a separate source of income, the parent who is a minor and her/his child(ren) is considered a family unit.

If the parent, who is a minor, is living with their parents and is also the financial responsibility of their parents, both the total household size and household income shall be used to determine eligibility.

#### **T. 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.

#### **U. CHILD SUPPORT POLICY (EC 8250, 8261, 8263 and 5CCR 18100)**

A parent/guardian who pays for the support of a child (ren) who do/does not live in the household shall submit documentation that includes the child (ren)'s name(s), the amount paid and the frequency of payments. A written self-declaration does not verify child support payments and shall not be used as verification of payments. The family's total countable income shall be adjusted for verifiable child support payments.

A parent/guardian who receives support for a child (ren) must provide documentation to verify the receipt of child support. If there is a court order for child support, the certified parent/guardian shall submit a copy of the document. A self declaration shall not be used to verify the receipt of child support.

If the parent has waived the right to child support, parent shall provide legal documentation to the contractor. A written self-declaration shall not be used as verification that child support has been waived.

#### **V. CALIFORNIA RESIDENCY REQUIREMENT POLICY (EC 8201, 8263 and 5CCR 18107)**

To be eligible for child care and development services, the child must live in the State of California while services are being received. Any evidence of street address or post office box in California shall be sufficient to establish residency.

## **W. PARENTAL INCAPACITY SERVICE LIMITATIONS POLICY**

*(EC 8261, 8263, 8265 and 5CCR 18088)*

If the basis of need as stated on the application for service is parental incapacity, child care and development services shall not exceed 50 hours per week.

Documentation of incapacitation does not require a diagnosis, but shall include:

- 1) A release signed by the incapacitated parent authorizing a legally qualified health professional to provide information to establish that the parent meets the definition of incapacity and needs services
- 2) A statement that the parent is incapacitated and incapable of providing care and supervision of children during the day
- 3) Days and hours that care and child supervision is recommended
- 4) Probable duration of incapacitation
- 5) Name, business address, telephone number, professional license number and signature of legally qualified professional who is rendering the opinion of incapacitation.

The contractor may contact the legally qualified health care professional to verify or completion of the statement of incapacitation. The contractor shall determine the days and hours of care and child supervision based upon the recommendation of the health professional.

The duration of parental incapacitation is limited by the expiration date determined by the legally qualified health professional. Long term or permanent incapacitation shall be updated as a part of the recertification process.

## **X. SLEEP-TIME POLICY** *(EC 8261, 8263 and 5CCR 18086)*

If the parent is employed and works an all night shift, the contractor may authorize sleep time. Sleep time is determined by the parent's work and travel time that falls between the hours of 10:00 PM and 6:00 AM. Sleep time is limited to a maximum of 8 hours per day and will be adjusted for night shifts that begin before 10:00 PM and/or ends before 6:00 AM.

## **Y. TRAVEL TIME POLICY** *(EC 8261, 8263 and 5CCR 18086 )*

The contractor shall determine the amount of services for reasonable travel time between the child care site the parent's place of employment or vocational training location. Travel time is limited to one half of the approved daily hours for child care services up to a maximum of four (4) hours each day (2 hours each way).

## **Z. SEEKING EMPLOYMENT SERVICE LIMITATIONS POLICY**

*(EC 8261, 8263 8265 and 5CCR 18086.5)*

If the basis of need stated on the application for services is based upon a parent seeking employment, the period of eligibility for child care and development services is limited to 60 working days (consecutive Mondays through Fridays, excluding any federal holidays) during the contract period. If both parents are seeking employment during the same period of time, they each must demonstrate a need for child care. Services shall occur on no more than five (5) days per week for less than 30 hours per week.

Documentation for seeking employment shall include a written parental declaration signed under penalty of perjury stating that the parent is seeking employment. The declaration shall include:

- 1) The parents plan to secure, change or increase employment and
- 2) A general description of when services will be necessary

The contractor shall determine the number of working days available for authorization and if necessary to verify need, the contractor may request that the parent provide a weekly description of seeking employment activities that he or she has undertaken during the previous week.

## **AA. SELF-EMPLOYMENT POLICY** *(EC 8261, 8263 and 5CCR 18086)*

If the parent is self-employed, the parent shall provide and the contractor shall obtain and make a record of independent verification regarding the cost for services provided by the parent that may be obtained by:

- 1) Contacting clients
- 2) Reviewing bank statements
- 3) Confirming the information in the business advertisement or Web site
- 4) IRS copy of tax filing from previous year

If the income cannot be independently verified, the contractor shall assess whether the reported income is reasonable or consistent with community practices. The contractor may request additional documentation in order to verify self-employment status as well as to estimate the time needed. A written declaration of net income is not a record of income and shall not be used to determine eligibility for funded services.

Self-employed individuals that work from home must provide information that the requirements of their employment prevents them from supervising their child(ren).

**BB. TRAINING TOWARD A VOCATIONAL GOAL POLICY (EC 8261, 8263, 8265 and 5CCR 18087)**

Vocational training leading directly to a recognized trade, para-profession or profession, child care and development services shall be limited to whichever expires first:

- 1) Six (6) years from initiation of service or
- 2) Twenty four (24) semester units, or its equivalent, after attainment of a Bachelor's Degree.

Note: The service limitations shall not apply to a parent who demonstrates she or he is:

- 1) As of June 27, 2008, receiving services for vocational training and has attained a Bachelor's Degree
- 2) Attending vocational training when the parent has been deemed eligible for rehabilitation services by CA Department of Rehabilitation or
- 3) Attending retraining services available through EDD of the state or its contractors due to business closure or mass layoff
- 4) Receiving services from a program operating pursuant to Education Code section 66060

The training toward a vocational goal, parent shall provide documentation of the days and hours of vocational training to include:

- 1) A statement of the parent's goal
- 2) The name of training institution
- 3) The dates that the current quarter, semester or training period begins and ends
- 4) A current class schedule that is either an electronic print-out or document that includes the following:
  - a. The classes in which parent is currently enrolled
  - b. The days of week and time of day of classes
  - c. The signature or stamp of institute's registrar
- 5) The anticipated completion of all required training activities to meet vocational goal
- 6) For on line, Web based or televised instruction: Classes must be from an accredited training institution. Accreditation of the training institute shall be among those recognized by the United States Department of Education. The parent shall provide a copy of the syllabus or other coursework documentation and Web address of the on-line program. When class time is not specified in the syllabus, child care may be limited to study time only.
- 7) No later than ten (10) calendar days after the training institute releases progress reports, report cards, transcripts or (if the institute does not use formal letter grades other records) other documentation that parent is making progress toward attainment of vocational goal

- 8) Parents who are approved for vocational training, only, must enroll in and complete a minimum of 9 units during the fall and spring semesters (or the equivalent) and 5 units (or the equivalent) during summer semester.

**CC. CONTINUATION OF VOCATIONAL TRAINING POLICY (EC 8261, 8263 8265 and 5CCR 18087)**

Continuation of services based on vocational training is contingent upon making adequate progress. To make progress each quarter, semester or training period, the parent shall provide:

- 1) In a graded program, earn 2.0 grade point average or
- 2) In a non-graded program, pass the program's requirements in at least 50% of the classes or meet the institutions training standards for making adequate progress

The first time the parent does not meet the conditions of adequate progress toward the vocational training goal the parent may continue to receive services for one additional quarter, semester or training period to prove parents progress. In this instance, the parent will be required to submit monthly progress reports to the contractor for review. Parent may also be required to sign a release to enable the contractor to verify the parent's progress with the institution.

At the conclusion of the additional training period, the parent shall have made adequate progress. If the parent has not made adequate progress, services for this purpose shall be terminated. Services may not be approved for the purpose of vocational training for 6 months.

**DD. VOCATIONAL TRAINING STUDY TIME POLICY (5CCR 18087)**

If services are requested for study time to support vocational training, the contractor shall determine, as appropriate the amount of services needed for study time. Study time is as follows:

1. For traditional classroom settings – two (2) hours per week per academic unit in which the parent is enrolled;
2. For on-line or televised classes – one (1) hour per week per unit;
3. On a case-by-case basis, and as may be confirmed by the instructor, additional time not to exceed one hour per week per academic unit in which the parent is enrolled;
4. On a case-by-case basis, no more than the number of class hours per week for non-academic or non-unit bearing training

**EE. SEEKING PERMANENT HOUSING LIMITATION POLICY**  
(*EC 8261, 8263 and 5CCR 18091*)

If the basis of need as stated on the application for services is seeking permanent housing, child care and development services is limited to 60-working days (consecutive Mondays through Fridays, excluding federal holidays) during the contract period. Services shall occur on no more than 5 (five) days per week for less than 30 hours per week.

Documentation of seeking permanent housing shall include:

1. A declaration signed under penalty of perjury that the family is seeking permanent housing
2. The parent's search plan to secure a fixed, regular and adequate residence
3. A general description of when services will be necessary

If the family is residing in a shelter, services may be provided while the parent attends appointments or activities necessary to comply with the shelter participation requirements.

During the period of authorized seeking permanent housing and if necessary to verify need, the contractor may request that the parent provide either

1. Declaration signed under penalty of perjury describing the activities the parent has undertaken or
2. A signed statement from the shelter, transitional housing agency or homeless support program regarding the parent's search progress to date.

If the parent does not expect to secure permanent housing prior to the end of the eligibility period, the parent may request an extension and the contractor may authorize up to 20 (twenty) additional working days.

**FF. DOCUMENTATION OF EMPLOYMENT IN THE HOME SERVICE LIMITATION POLICY** (*EC 8261, 8263, 8265 and 5 CCR 18086.1*)

If the parent's employment is in the family's home or on property that includes the family's home, the parent must provide justification for requesting subsidized child care and development services based upon: The type of work being done and its requirements

1. The age of the family's child for whom services are sought, and, if the child is more than 5 (five) years old, the specific child care needs

The contractor shall determine and document whether the parent's employment and the identified child care needs preclude the supervision of the family's child.

If the parent is a licensed family day care home provider or an Individual license-exempt provider, the parent is not eligible for subsidized services during the parent's business hours, because the parent's employment does not preclude the supervision of the family's child. However, based upon income and family size, provider's own children may attend a CSPP funded pre-Kindergarten program. (5 CCR 18086.1)

**GG. DOCUMENTATION OF EMPLOYMENT AS AN ASSISTANT IN A LICENSED FAMILY CHILD CARE HOME POLICY (5CCR 18086.1)**

If the parent is employed as an assistant *in a large licensed family child care home and is requesting services for the family's own child in the FCC home in which the parent is employed*, the parent shall provide documentation that substantiates all of the following:

1. A copy of the family day care home license
2. As signed statement from the licensee stating that the parent is the assistant
3. Proof that the parent's fingerprints are associated with the license
4. Payroll deductions withheld for the assistant by the licensee

**HH. CELLULAR OR MOBILE PHONE USE POLICY**

The parent and other designated authorized adult shall refrain from using a cellular or mobile phone while on the child care site. Personal calls are disruptive to the program and shall not take place in the presence of enrolled children.

**II. THE RIGHT TO APPEAL PROCEDURE (5CCR 18120)**  
(Revised: 10/16/14; Board Approved: 11/7/14)

If the parent/guardian does not agree with a Beanstalk decision as stated in the Notice of Action (CD-7617), the parent/guardian may appeal the intended action. 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: Appeal Process also found on the Notice of Action CD 7617 REVERSE or at CDE, *EESD website link for parents – [www.cde.ca.gov/sp/cd/ci/parentappealinformation.asp](http://www.cde.ca.gov/sp/cd/ci/parentappealinformation.asp)*.

Step 1: Within 14 calendar days of receipt of Notice of Action CD-7617 the parent/guardian may request a Local Hearing by using one (1) of the following:

Complete the appeal information on the REVERSE side of CD-7617 and return the form to Attn: Local Hearing Officer by Email [beanstalkcc@beanstalk.ws](mailto:beanstalkcc@beanstalk.ws) OR FAX (916) 344-2635 OR



Mail **OR** Deliver a written request to Beanstalk, 1771 Tribute Road, Suite A, 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 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.* If the parent/guardian or authorized representative does not meet with or call, the right to appeal is considered abandoned, and the action of the agency will be implemented. *Note: The parent/guardian must provide verifiable permission for an authorized representative to take part in the local hearing.*

Step 3: Within 10 calendar days following the hearing, the agency shall mail or deliver to the parent/guardian a written decision.

Step 4: If the parent/guardian disagrees with the agency's written decision, parent/guardian has 14 calendar days in which to appeal to Early Education and Support Division (EESD). Your appeal to EESD must include the following documents and information: 1) a written statement specifying the reasons you believed the agency's decision was incorrect, 2) a copy of the agency's decision letter, and 3) a copy of both sides of the Notice of Action (CD-7617). Fax, (916) 323-6853, or mail the appeal documents to:

California Department of Education  
Early Education and Support Division  
1430 N Street, Suite 3410  
Sacramento, CA 95814  
Attn: Appeal Coordinator  
Phone: (916) 323-6853

Step 5: Within 30 calendar days after the receipt of the appeal EESD will issue a written decision to the parent and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon the receipt of the EESD's decision letter.

## **JJ. SITE PLACEMENT AND TRANSFER POLICY**

Based upon contracts, the availability of funds, spaces and locations, parents are encouraged to visit several Beanstalk sites before deciding where to place their child(ren). Parents make the decision about the best program for their child(ren)'s early education and care including school readiness (preschool). Sites are unique and every site may not be the best match for every child or family. Given the parameters in which Beanstalk operates, the agency is, therefore, unable to guarantee multiple placements.

In the event, that a parent requests a transfer to another Beanstalk site, and there is funding and space available, the parent must give the current site a two week notice that the child(ren) will be leaving. If the currently enrolled family is required to pay a monthly family fee or has an outstanding late fee payment, these fees must be paid in full prior to transferring.

## X. TERMINATION POLICY

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

1. Knowingly providing false, fraudulent, or misleading information.
2. Family's adjusted monthly gross income exceeds the current state median income (SMI) maximum for subsidized participation.
3. Failure of the approved parent to become familiar with and abide by Beanstalk policies, rules and/or procedures.
4. Child behavior is of danger to self and/or places other participants at risk of harm.
5. Inability or refusal of an adult or child to abide by the Conduct Policy.
6. Parent or other authorized adult's inability or refusal to work cooperatively with agency staff.
7. CCTR Only - Child and/or family are no longer eligible for services.
8. CCTR Only - Child and/or family no longer have a need for services.
9. Failure to notify the center or family child care provider of the reason for absences for more than 5 days within a contract year.
10. More than 5 unexcused absences during the contract year.
11. Five (5) notices for non-payment of fees within a contract year.
12. Failure to pay the monthly family fee in full and in advance.
13. Failure to abide by the approved re-payment plan for outstanding fees.
14. Failure to make and/or keep certification appointment prior to the termination date stated on the Notice of Action (CD 7617).
15. Failure to provide required documentation of eligibility and/or need for services.
16. Failure to provide requested health information.
17. CSPP Only – *More than 5 notices* for late pick-up during the contract year.
18. CSPP Only - Failure to pay the late pick-up fee, in full, within 1 business day of the late arrival.
19. Failure of parent or other authorized adult to use a full legal signature to sign each child in and out of the program on a daily basis.
20. Failure of parent or other authorized adult to, on a daily basis, record accurate time upon arrival or out upon departure.
21. CCTR Only - Use of services during days or hours or for activities that have not been approved by the contractor.
22. CCTR Only - Failure to notify contractor within 5 calendar days of any change of need, income or family circumstances.
23. Parent self terminates.
24. Failure to keep scheduled local hearing appointment.
25. Changes to State or Federal funding, CA Department of Education contracts requirements, CA Code of Regulation, Title 5 or CA Education Code regulations impact eligibility and/or need.
26. An enrolled participant asking a Beanstalk employee to perform a service outside of work that implies or creates a conflict of interest.

## **XI. NOTIFICATION OF PARENTS' RIGHTS (22 CCR, Section 101218.1(b))**

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  
River City Regional Office  
2525 Natomas Park Drive, Suite 250, MS 19-29  
Sacramento, CA 95833  
(916) 263-5744 General Information or [www.cclid.ca.gov](http://www.cclid.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.

## **XII. WHEN THERE IS A COMPLAINT ABOUT A LICENSED FACILITY...**

First, try to resolve minor concerns or differences with the center supervisor or program manager or for a family child care vendor, the provider. If your concerns are still not addressed and you believe that a licensing regulation is being violated, a complaint should be filed.

To report a suspected licensing violation or to file a complaint regarding a licensed 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

### **XIII. FAMILY CHILD CARE HOME EDUCATION NETWORK INFORMATION**

The Family Child Care Home Education Network (FCCHEN) consists of a select group of licensed providers who are independent, self-employed vendors. As such, providers are not employees of Beanstalk. As an independent vendor, each provider determines the manner in which their business will operate including, but not limited to:

- Days and hours of operation, including the dates the site is closed
- Curriculum, daily schedules, routines and services offered to clients
- Ages of children that are enrolled
- Interviewing families and deciding who will be enrolled
- Rules, policies and procedures i.e. sick care, transportation, extended hour care, late fees, meals provided, reasons for termination, etc.
- Hiring, training, supervision and meeting all 22CCR regulations for assistants and substitutes

Each provider is responsible for the knowledge of and adherence to the health and safety regulations found in 22CCR, Division 12, Chapter 3 - Family Child Care Homes (CA Department of Social Services, Community Care Licensing Division). As an independent vendor, each provider maintains current business liability insurance, vehicle insurance (as appropriate) and is responsible for the timely payment of all fees and cost associated with the business.

Providers have an Agreement with Beanstalk to serve the children of families who are approved as eligible for State funded early care and education services. However, each provider manages enrollment for their business. Beanstalk does not guarantee providers minimum enrollment or enrollment to license capacity. The provider or Beanstalk may end the Agreement at any time.

The goal of a FCCHEN is to enhance the quality of services provided for children and families in a small group, homelike settings. A key part of enhancing quality includes the contractor's annual review of sites using an environmental rating scale. In collaboration, providers and staff develop a plan of action that supports the site's rating scale score improvement and learning opportunities for children.

Beanstalk staff visits sites on a regular basis and offer on-going technical assistance. Staff model appropriate early education and care practices, loan equipment, share materials, supplies and resources, train, provide developmentally appropriate curriculum and activities, assess and observe children and develop individual plans for each Beanstalk funded child who is in attendance for a minimum of 10 hours per week.

Providers are paid for each child's approved days and hours of care (including excused absences) based upon the certified need as long as 1) all requirements for documenting daily attendance and excused absences have been met and 2) Beanstalk receives a check from the CDE.

The Family Child Care Home Education Network model serves to maximize choices for parents who prefer small, multi-age experiences for their children as well as need a program with flexible and/or non-traditional hours of operation.

**A. RECORDING DAILY ATTENDANCE IN FCCHEN POLICY**

The Family Child Care Home Education Network (FCCHEN) *attendance sheets serve as a record of transfer of the responsibility of the child, attendance and absences as well as the provider's invoice for payment.*

Requirements for documenting child attendance and absence:

1. The parent who has been approved for state funded child care and development services shall sign, using a full legal signature, the "under penalty of perjury" statement on attendances invoices dated 1<sup>st</sup> through 15<sup>th</sup> attendance period and dated the 16<sup>th</sup> through the last day of the month attendance period.
2. The parent or authorized other adult shall, on a daily basis, use a full legal signature to sign each child in upon arrival and out upon departure.
3. The parent or authorized adult shall, on a daily basis, record the actual arrival and departure times.
4. Excused absences (see Excused and Unexcused Absence Policy) must have a reason for the absence and require the signature of the either the provider or the parent who has been approved for services.
5. On a daily basis the family child care provider shall initial school age children out (recording the exact time) and in (recording the exact time) when they leave and return to the child care home.
6. Black or blue ink must be used to document attendance. Mistakes must be lined through, *initialed* and corrected. The use of correction tape or fluid ("white-out") is prohibited on attendance invoices.

(Reference: 5CCR, 18065 Enrollment and Attendance Accounting)

Daily attendance shall be accurate and current at all times. Beanstalk staff periodically checks on site child attendance invoices to determine compliance with the CDE attendance requirement.

Attendance invoices that are inaccurate, false, misleading, completed in advance of use or not completed daily at the time of arrival and departure shall result in the termination of child care and development services for the family as well as non-payment to the child care provider. Note: Non-payment by Beanstalk due to inaccurate, false or misleading attendance invoices or for invoices that are not up-to-date may result in the provider directly billing the parent.

**XIV. GRATUITIES, FAVORS AND GIFTS POLICY** (Board of Directors  
Approved February 5, 2016)

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 Fiscal Director who must disclose in writing to the CA Department of Education.

**XV. OUTSIDE FUND RAISERS and SALES PROHIBITED POLICY** (Board  
Approved: 11/6/15)

In order to avoid the perception of any conflict of interest, outside fund raisers and sales ("outside" means fund raiser activities or the sale of products that are not sponsored by Beanstalk) are prohibited on Beanstalk locations.

**XVI. EMPLOYEE AND VOLUNTEER IMMUNIZATION POLICY** (Board  
Approved 3/4/2016)

Employees and volunteers (defined as a non-employee) in a day care center or family day care home must be immunized against influenza, pertussis and measles. Each employee and volunteer must receive or decline an influenza vaccination between August 1 and December 1 of each year.

A person is exempt from the immunization requirements only under any of the following circumstances:

- (1) The person submits a written statement from a licensed physician declaring because of the person's physical condition or medical circumstances, immunization is not safe
- (2) The person submits a written statement from a licensed physician providing that the person has evidence of current immunity to pertussis or measles
- (3) The person submits a written declaration that he or she has declined the influenza vaccination. This exemption applies only to the influenza vaccine.

The site shall maintain documentation of the required immunizations or exemption from immunizations for all employees and volunteers.

## **XVII. DEFINITIONS**

3 YEARS	CSPP Only: A child is considered to be three years old if their third birthday occurs <i>on or before September 1st</i> of the current fiscal year (Management Bulletin 14-02, April 2014)
4 YEARS	CSPP Only: A child is considered to be four years old if their fourth birthday occurs <i>on or before September 1<sup>st</sup></i> of the current fiscal year (Management Bulletin 14-02, April 2014)
5 YEARS	CSPP Only: A child that is 5 years of age on or before September 1 <sup>st</sup> as of the start of the school year is not eligible for enrollment in CSPP
13 YEARS	A child who reached the age of 13 years old is no longer eligible for child care and development services unless he/she meets the exception to age limitation criteria.
ADA	Americans' with Disabilities Act
ADULT	An individual who is 18 years or older
CACFP	Child and Adult Care Food Program
CCTR	Center Based Programs
EESD	Early Education and Support Division
CDE	California Department of Education
CHILD (MINOR)	An individual who is younger than 18 years of age.
CONTRACT YEAR	July 1 through June 30 (also known as Fiscal Year)
CSPP	California State Preschool Program
EC	Education Code
EXCEPTION TO AGE LIMITATION	A child 13 years of age or older with an active IEP or IFSP qualifies to receive State funded service as long as a statement signed by a legally qualified professional includes the information that the child requires the special attention of adults in a child care setting. The signed statement must include name, address, license number and telephone number of the legally qualified professional who rendered the opinion.

FEE EXEMPTIONS	No fee shall be collected from the following families: <ol style="list-style-type: none"> <li>1) With income, adjusted for family size, that is less than first entry on the Flat Monthly Fee Schedule</li> <li>2) Any individual counted in the family size receives CalWORKS or cash aid</li> <li>3) Children at risk <i>may</i> be exempt for 3 month with appropriate documentation.</li> <li>4) Children receiving Child Protective Services <i>may</i> be exempt for 12 months with the appropriate documentation.</li> <li>5) With children enrolled in part day CSPP (MB 14-08, effective July 1, 2014)</li> </ol>
IEP	Individual Educational Plan
IFSP	Individual Family Service Plan
NON-TRADITIONAL HOURS	Hours worked after 6:00PM, Monday – Friday and/or any hours worked on Saturday and/or Sunday
PARENT	A biological parent, adoptive parent, stepparent, foster parent, caretaker relative, legal guardian, domestic partner of parent defined in California Family Code section 297, or any adult living with child who has responsibility for the care and welfare of the child. (California Family Code section 297 defines domestic partner as any 2 (two) adults who have chosen to share one another’s lives in an intimate and committed relationship of mutual caring).
SMI	State Median Income
SRR	Standard Reimbursement Rate
TITLE 5	(5 CCR) Regulations for state funded early care and education programs including CSPP and CCTR
TITLE 22	(22 CCR) Regulations for licensed child care facilities that defines healthy and safety for children who are in care (State of California, Health and Human Services Agency, Department of Social Service, Community Care Licensing Division)
TRANSITIONAL KINDERGARTEN AGE	5 <sup>TH</sup> Birthday between September 2 and December 2 of each school year or at discretion of school district - 5 <sup>th</sup> birthday by end of school year



## INCOME

Means all income of the individuals counted in the family size including, *but not limited to*, the following:

- Gross wages or salary, commissions, tips, bonuses, advances, gambling or lottery winnings
- Wages for migrant, agricultural or seasonal
- Public cash assistance
- Gross income for self-employed minus expenses except wage draws
- Disability or unemployment compensation
- Spousal or child support received from former spouse or absent parent or financial assistance for housing cost, car payments
- Survivor and retirement benefits
- Dividends, interest, income from estate or trust, net rental income or royalties
- Rent from room within family home
- Foster care grant or payments, clothing allowance for child placed through child welfare services
- Financial assistance received for care of child not related by birth or adoption
- Veteran's pension
- Inheritance
- Allowances for housing or vehicle provided as part of compensation
- Portion of student grant or scholarship not identified for educational purposes
- Insurance or court settlement for lost wages or punitive damages
- Net proceeds from sale of real property, stocks, or inherited property
- Enterprise for gain

## USDA

United States Department of Agriculture

**BJ JORDAN CHILD CARE PROGRAMS, INC**

**DBA BEANSTALK**

**USDA NONDISCRIMINATION STATEMENT (Revised 11/6/15)**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410; or

Fax: (202) 690-7442; or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **BEANSTALK SITES BY CONTRACT AND LOCATION**

### **CCTR** (FAMILY CHILD CARE HOME NETWORK)

1771 Tribute Road, Suite A  
Sacramento, CA 95815  
916-344-6259

### **CSPP** (PRE-KINDERGARTEN CENTERS)

**CREST DRIVE**  
4700 Crest Drive  
Sacramento, CA 95835  
916-419-8331  
License # 343608870

**DRY CREEK**  
1230 G Street  
Rio Linda, CA 95673  
916-991-4756  
License # 343606979

**JEFFERSON**  
2001 Pebblewood Drive  
Sacramento, CA 95833  
916-920-8188  
License # 340319878

**NATOMAS**  
2800 Stonecreek Drive  
Sacramento, CA 95833  
916-646-1266  
License # 343604257

**NORTH HIGHLANDS**  
3735 Stephen Drive  
North Highlands, CA 95660  
916-331-0396  
License # 340306413

**ORCHARD**  
1040 Q Street, #21  
Rio Linda, CA 95673  
916-991-4427  
License # 343614093

**REGENCY PARK**  
5901 Bridgecross Drive  
Sacramento, CA 95835  
916-419-6049  
License # 343613095

**RIDGEPOINT**  
4680 Monument Drive  
Sacramento, CA 95842  
916-332-9908  
License # 343608368

