

A decorative border surrounds the text, featuring illustrations of school supplies (crayons, pencils, scissors) and fruit (apples) on a grid background.

ROSA ELENA CHILDCARE CENTER

PARENT HANDBOOK

2380 Enborg Lane, San Jose CA, 95128

I. CENTER OVERVIEW

Mission Statement

The Rosa Elena Childcare Center's mission is to provide a cooperative effort between the Alzheimer's Activity Center families, community and the Rosa Elena Childcare Center staff to raise happy, healthy, compassionate and socially confident children who are prepared for challenges beyond the security of the Center.

Values Statement

The Rosa Elena Childcare Center values children and families together. The staff has varying backgrounds, perspectives and philosophies in effective childcare, but work together to maximize the needs of every child in the program.

Community: We build relationships among parents, teachers, staff and children by working together, sharing our experiences and communicating effectively. Our unique commitment to intergenerational programming builds links between children and their elders.

Child-Centered Learning: Our play-based curriculum allows learning to emerge naturally by encouraging the child's sense of wonder to guide their interaction with their environment, their peers and their caregivers.

Emotions: We provide a nurturing environment in which children and the adults around them express their emotions appropriately and empathize with others.

Creativity: We encourage creative thinking at all levels, from artistic expression and creative problem-solving in the classroom, to innovation in Center administration and governance.

Security: Through the dedication and commitment of our staff and parents, we create a physically and socially safe place for children to explore their world, their emotions and their relationships.

Respect: Children, staff and parents are treated with respect and tolerance as we strive to understand and celebrate our differences, as well as our similarities. The Agency's services also build respect between multiple generations and many families.

Growth: We provide opportunities for developmental and personal growth through risk-taking, communication and breadth of experience.

Responsibility: We create a stable environment for families and staff to ensure long-term viability of the Center by establishing and following responsible fiscal and operational policies.

Respite, Research for Alzheimer's Disease & The Alzheimer's Activity Center

The Rosa Elena Childcare Center (RECC) is an operational unit of Respite, Research for Alzheimer's Disease (RRAD), an independent, non-profit corporation dedicated to promoting the social well-being of individuals impacted by Alzheimer's Disease. The Alzheimer's Activity Center (AAC) currently serves up to 75 elderly adults daily. The Rosa Elena Childcare Center brings an intergenerational component to our programs and enhances our ability to meet our Agency goals. The Alzheimer's Activity Center provides the Rosa Elena Childcare Center with rent-free space, grounds and building maintenance, as well as administrative support.

Curriculum & Philosophy

The RECC takes a child-centered approach to learning. Our teachers are well-trained in techniques that promote self-discovery and the creation of curriculum from each individual child's interests. In addition to the traditional materials found in preschool settings, our classroom is enriched by each child's own view of the world.

We strongly believe that play is the most significant mode of learning for young children and that child-initiated, adult-guided activities are best suited for young children. Our program emphasis is placed on helping the children develop increasingly complex social skills and encouraging them as they become members of a larger peer group.

The RECC program evolves from the children's own developmental needs rather than from a pre-arranged curriculum. Age-appropriate toys and activities are offered to the children, who are free to explore in ways that match their maturing interests. Emphasizing warmth and free exploration, we provide a nurturing environment for children. The consistency of our daily routines and the comfortable relationship families develop with the staff make the RECC a place for children to develop trust and feel secure.

Disciplinary Statement

We believe that children find security and direction where there is consistent adult guidance and discipline. Children explore, observe, feel, interact and learn through the process of being involved with people and things in their world. All behaviors, even disruptive behavior, are learned. Teachers, in their role of caring for children, model and teach appropriate behaviors. Children need to know what we expect from them. Our teachers use constructive and preventative methods of discipline to maintain an atmosphere of love, acceptance and order. The atmosphere is one that fosters self-respect and respect for peers and teachers.

All staff are forbidden from using any corporal punishment, which is defined as use of negative physical touching. Additionally, staff are not allowed to use any child handling technique which results in unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other action of a punitive nature.

All staff are skilled in techniques to manage behaviors, including:

- *Prevention:* Planning ahead for possible areas of conflict.
- *Ignoring:* Ignoring a trivial behavior may extinguish it.
- *Redirecting:* Distracting the child from a negative behavior to a positive, productive behavior.
- *Discussing the Outcome:* The teacher must inform the child of the outcome his or her behavior is creating in words or concepts the child can understand.
- *Talking it Out:* Allowing peers to discuss situations of conflict with teacher mediation.

If several attempts at positive discipline have failed and the unacceptable behavior continues, the teacher will inform the Director or Executive Director to enlist their support. If the behavior continues, the parent will be involved to help develop a solution. Continued behavioral problems could result in termination of service.

Biting Policy

We are always upset when we experience biting in our program. Even though we know that it is not entirely unexpected when toddlers are together in groups, we do not want any of your children to be bitten and we want any child who bites to learn more appropriate behavior. When a biting incident occurs, this is what you can expect from us:

1. We will put the child's safety first and provide appropriate first aid, as well as comfort and support to any child that has been bitten.
2. We will provide appropriate programming for the children, thus reducing the likelihood of biting.
3. We will have current information and resources for biting parents.
4. We will take your concerns seriously and treat them with understanding and respect.
5. We will have teachers with adequate knowledge and training to deal appropriately and effectively with biting when it occurs.
6. We will inform both sets of parents when an incident occurs.
7. We will keep detailed documentation.
8. We will send home detailed reports explaining the incident.
9. We will respond to your questions, concerns and suggestions, even when the response to a suggestion is "no".
10. We will keep your child's identity confidential if he or she bites. This helps to avoid labeling or confrontations that will slow the process of learning not to bite.
11. We will treat each child as an individual and take into account the age of the child, the reason for the bite and if the child has bitten before (ongoing issue).
12. We do not have a policy on biting. While we do not want any child to be bitten or hurt in our program, we do understand that this is an unfortunate, but not unexpected behavior, of this age group.
13. We will do everything possible to anticipate this unpredictable behavior to ensure the safety of your child.

The following is the general approach we will take when biting does occur. As stated above, we do view each child and each incident individually. We will work hard as a team with the teachers and parents to solve the issue of biting as quickly as possible. You must remember that children bite for different reasons and most of the time it is a one or two time occurrence, though sometimes it is a "phase" that a child will be in for a longer period of time. There are many "depends on" type incidents when dealing with biting, like the amount of time between biting occurrences, the age of the child, etc.

- If a child bites we will call the parents and have the parent come and speak to the child during the day. (Sometimes this will not be appropriate.) Documentation will be made and we will assess the incident to determine what might have caused or prevented the biting. We will make changes to our program, if necessary, including shadowing the child and/or keeping the two children separated for a period of time. We will meet with the parents to discuss the situation and come up with possible solutions.
- If there is a second occurrence; keeping in mind the amount of time between bites and considering age, reason and other behaviors), the parents will be called to pick the child up and the child will be put on a five-day hold status. Upon returning to the program your child will be on a 30 day probation period the child will be monitored daily. If any further biting incident occurs, the family will be asked to find other childcare arrangements within a reasonable period of time.

Staff Qualifications and Team Teaching

All RECC teachers have a background in early childhood education, with a minimum of twelve units in Early Childhood Education or Child Development, or equivalent. The RECC provides opportunities and encouragement for staff to pursue further training.

Each teaching team at the RECC consists of Director/Teacher(s) and Teacher Assistants. We utilize a team teaching approach.

The Teacher Assistants assist the Director/Teacher in implementing the program. When the Program Director is also involved as part of a teaching team, which may occur on a regular or temporary basis, they will play dual roles of team members and program supervisors.

The professional teaching team in each classroom is assisted by “participating parents”. Participating parents follow the teacher’s direction in creating a nurturing environment for children and implementing classroom routine. Class meetings, social events and conferences enhance communication between teachers and parents.

II. COMMUNITY MEMBERSHIP

Enrolling at RECC makes you a member of our cooperative community. In doing so, each RECC parent assumes an active role in promoting and fostering the well-being of our program. The quality of our organization depends on the combined efforts of all RECC adults, both in the classroom and in our administrative and governing bodies.

The RECC welcomes cooperation, involving parents in their children’s care on a regular basis. By working in the classrooms, mothers and fathers contribute their special skills to the program, opening a whole new range of expertise to the children. In return, parents also learn from the teachers, expanding their understanding of their own children’s development. There are many benefits associated with membership at RECC. The cooperative nature of the Center creates a supportive community that sees families through the inevitable crises of daily life and joins them in celebrating its joys. The community shares the joys and challenges of parenting through parent education workshops, parent-teacher conferences, discussion groups, potlucks and Center-wide events.

This is an overview of the Center’s main sphere of operation, an explanation of who has oversight responsibility for each and how your membership contributes to the whole.

Classroom Programs

Who is responsible: Classroom operations are the teacher’s responsibility. The curriculum, supporting services, equipment and day-to-day operations in each program are the responsibility of the teaching staff, who work in close collaboration with the Program Director to define classroom policies and procedures.

How you participate: In addition to time spent caring for children in the classroom, parents are encouraged to enhance classroom quality by participating fully in all parent meetings. The Center also needs parent volunteers to orient new families, help parents with questions and organize classroom social events.

Center Management

Who is responsible: All guidelines and procedures for staff and families that affect quality, professionalism and operation of the Center are set by the Executive Director in consultation with the administrative team. Updates on administrative policies will come to you regularly in Center memos and newsletters. The Executive Director, in consultation with the Program Director, is also responsible for staff hiring, performance and evaluation. A Board of Directors is composed of community volunteers and governs the RECC and other RRAD programs. The Board meets quarterly.

How you participate: You are encouraged to enhance Center administration by contributing ideas at meetings, staying up-to-date on our policies, completing surveys and communicating with the program staff and the Executive Director.

Center Governance

Who is responsible: The Board is confined to establishing policies, leaving implementation and subsidiary policy development to the Executive Director. It's focus is chiefly on vision, mission and long-term impacts, not on the administrative or programmatic means of attaining those effects. The Board leads the organization toward the desired performance and assures that it occurs. The Board leadership is solely through the highest-level policy and monitoring relationship with the Executive Director.

How you participate: You are encouraged to enhance Center governance by providing feedback, ideas and information to the Executive Director.

Center Communication

The Center has established three major modes (besides interpersonal contact) for information dissemination. This is an additional attempt to facilitate communication between parents, teachers and the Center administrative team.

- *Parent Handbook:* Distributed upon enrollment and updated periodically.
- *Bulletin Board and Postings:* Please check our Parent Board daily for updates.
- *Classroom Meetings:* Held periodically, including social and organizational meetings.

Conflict Resolution

We believe that an effective communication system among all members of our program – parents, staff and children – is essential to the success of our program. One part of this process is the communication that occurs between parents and classroom teachers in our Center. Most of the time, this interaction is informal and is a positive sharing of information that is welcomed by all. Sometimes, however, problems develop and communication can become difficult. In such situations, there is a process that should be followed to resolve a problem or conflict.

The RECC values peaceful, direct and timely dialogue between parties as a means of addressing concerns or settling disagreements. In all circumstances, we believe that parents concerns are resolved most effectively when they communicate directly and constructively with the Program Director as soon as the problem develops. As in any organization, we recognize that this procedure will not result in every problem being resolved to every parent's satisfaction. However, the RECC values the contributions of both parents and staff and encourages parents to feel free to raise issues of concern. On those few occasions in which talking to the Program Director does not resolve the concern and you are still troubled; please follow the procedure outlined below.

Informal Conflict Resolution Approach

All problems, conflicts and complaints must first be brought to the attention of the RECC Program Director, who will attempt to resolve the situation. If you have a concern about your child's care, or experience a problem with a RECC staff member, you should:

Step One: Open the lines of communication with the Program Director. Within one week of the problem, initiate a discussion and/or arrange for a personal conference. Give the solution a chance to succeed. Check back with the individual to evaluate the relative success or failure of the solutions. Repeat the process, if necessary.

Step Two: If you have followed the procedure outlined in Step One and feel that the problem has not been satisfactorily resolved, you may refer the matter to the Executive Director. The Executive Director may facilitate additional communication with other staff members to seek an alternative resolution.

Formal Conflict Resolution Procedure

Step One: If you have attempted in good faith to resolve a grievance through the informal resolution approach and have done so without satisfaction, you must notify the Executive Director in writing within five (5) days to proceed with the formal conflict resolution procedure. The Executive Director will review the written grievance, meet with appropriate staff members and notify you of the decision. Efforts will be made to resolve the conflict within one month of the request in writing.

Step Two: If you have followed Step One under "Formal Conflict Resolution Procedure" and have done so without satisfaction, you may appeal the Executive Director's decision to the President of the Board within five (5) days of the Executive Director's written response. The President will address your concern and attempt to respond within one month of receiving your written grievance. The resolution is binding and final.

III. ENROLLMENT POLICIES

Schedules

The scheduling of children for the program is arranged with the Program Director and is based on the ability to safely manage the needs of the children and compliance with licensing requirements.

Additional Care: If you need additional care on a particular day, please give your child's teachers a "Schedule Change Request Form" in advance of the time needed. Their approval will depend on many classroom factors, including the ratio of adults to children in the room and planned attendance. If your request is approved, extra hour fees will appear on your next month's bill. Additional fees may apply.

Please note: Your tuition is due for the schedule your child is enrolled in, whether or not your child attends on the days for which he or she is scheduled. You must pay for any additional care you use outside of your child's schedule. (Example: If you are enrolled for three full days per week, you may not "trade" one of your days for another day. If there is room for your child to attend on a given day, you must sign up for additional care and get classroom teacher approval.)

Schedule Changes

If you wish to change your child's schedule, you must fill out a "Schedule Change Request Form". Schedule changes are at the discretion of the Program Director. It may not be possible to honor all requests. The effective date of the requested change will depend on enrollment configuration in your child's classroom. If it is not possible to honor your request, the request will be reviewed monthly until the change is possible. If you are requesting to drop sessions from your current schedule, you must submit a Schedule Change Request Form to the Program Director.

Please also note: If you change your schedule from full-time to part-time during the summer months, you are not guaranteed a full-time schedule when fall begins.

Vacation Credit

The RECC offers a One-Week Vacation Credit. Your family can use this credit once per year. (A year is the twelve-month period beginning on your child's admit date.) The credit is based on your child's attendance. (Example: If your child is enrolled in the RECC on a full-time basis, you will be credited for five days. If your child is enrolled for two days per week, you will be credited for two days, etc.)

Extended Leave

The RECC recognizes the financial hardship that can be presented by paying for a childcare space that you are not using; however, the Center's operational costs remain constant whether your child is in attendance or not. These are the options you may consider when taking an extended leave (Extended Leave is defined as a period of six weeks or longer):

- Continue to pay for current schedule. This guarantees this schedule upon return from vacation/leave.
- Change schedule to part-time. Continue to pay for a part-time schedule, insuring this schedule upon return from vacation/leave. With this option, the Center strongly recommends the following: At the time you request the change to part-time, fill out a second "Schedule Change Request Form" to return to full-time at the time it will become necessary for you to do so. The Program Director will contact you when the space becomes available. You will need to begin paying to hold that space.

The need for childcare is considerable in our community and the ability for the RECC to keep fees competitive makes us unable to hold spaces without full payment during absences.

Classroom Transitions

Mid-year transitions happen when:

- A child within the program displays signs of readiness.
- A child in a younger program is considered developmentally ready to move up and his or her schedule most closely matches the available space. The child's teachers, along with consultation with the Program Directors and parents, determine developmental readiness.
- A child is no longer eligible for a program, due to chronological age and licensing limitations.

In addition, the classroom must have:

- A balance of full-time and part-time schedules
- Adequate age distribution
- Financially viable enrollment pattern

IV. PARTICIPATION

Parent Participation/Cooperative Policies

Parent participation at the RECC includes, but is not limited to:

- *Nutritionally balanced lunch (mandatory)*
- *Classroom participation (optional):* Classroom participation, also called co-op, is an option available to every family enrolled at the RECC.

We strongly encourage and support your involvement in the classroom. Please plan to spend as much time as possible in your child's classroom. This can be done at drop-off, pick-up, lunch hour or any time you prefer. Parents who do not spend time in the classroom often feel at a disadvantage or disconnected from the daily routine and classroom experience. For this reason, we do ask that you spend the time, when you can, to get connected with your child's classroom, teachers, children and other parents.

Lunch Provision (mandatory)

Lunch provision is a requirement for all families enrolled at the RECC. A morning snack and an afternoon snack are provided and served by the Center.

Snack will be nutritionally well-balanced and will include food from two of the four food groups (dairy, fruits/vegetables, meats and grains). Beverages will be milk or 100% fruit juice. If the juice contains sugar, corn syrup or high fructose corn syrup, or it is labeled "fruit drink", "fruit punch" or "fruit beverage", it is not 100% juice and does not meet our requirements.

Fund Development

The RECC is a separate, non-profit program responsible for our own fundraising for various projects. The Center has created a number of fund development campaigns to help maintain competitive fees, assist in capital improvement endeavors and fund special projects. Our fund raising campaigns include a variety of events, straight tax deductible donations, grant writing and donations of materials or goods. We encourage your involvement in our fund raising endeavors to help maintain the quality and affordability of care at the RECC.

V. BILLING POLICIES AND PROCEDURES

Enrollment Fees

Each family will be charged a \$70.00 enrollment fee.

Session Fees

As a non-profit childcare center, the RECC is able to offer very competitive rates, while still maintaining safe and appropriate ratios of children to teachers. However, we reserve the right to adjust fees at any time with thirty (30) days notice. A current fee structure is always available in the administrative lobby with the registration materials.

Monthly Billing and Late Payments

You will receive a bill in advance of each month of services. Fees are due and payable by the 1st of each month. You will be charged a \$20 late payment fee if you have an unpaid balance on the 15th of the month.

Drop-Off Time

Drop-off time for the RECC preschool program is between 7:30 a.m. and 9:00 a.m. Please make arrangements with the Director if you are going to be later than 9:00 a.m. (Example: Dr. Appointments, etc.) We begin our day at 9:00 a.m. with a snack and it is very important that we are able to get into a routine. When a child comes into the classroom after 9:00 a.m., it is very disruptive to the other children.

Late Pick-up

If you are unable to pick up your child before your regularly scheduled time, please call ahead to alert our staff and your child. Our classroom closes daily at 5:30 p.m. and our staff expects to end their day at this time. If you are unable to pick up your child before 5:30 p.m., a late fee will be assessed. Please refer to late fee section on the Fee Structure document which is included with your Admission Packet.

Exit Policy

A two-week written exit notice is required of all families. If no notice is given, you will be charged for two weeks.

Vacations and Illnesses

The RECC is a full-time facility and our costs remain constant year-round. Families pay for an enrollment space on a monthly basis. Parents are required to pay full fees during vacations and during their child's absences. (See Vacation Credit)

Returned Check Fees

You will be assessed a \$20.00 processing fee if your check is deemed not payable by the bank.

VI. HEALTH AND SAFETY

Illness in Group Childcare Settings

It is a well-known phenomenon in group-care settings: Children are initially more susceptible to illnesses and slowly acquire immunities upon their arrival in a group-care setting. This is exacerbated for children if they are prone to ear infections. The period of heightened illness usually subsides after the first six months, as their immune system adjusts to the new varieties and strains of viruses and germs that are commonplace in all group environments.

The RECC carefully follows all health guidelines to insure a healthy environment to the best of our ability. We hope that you will work with us as much as possible to limit exposure. You can help by keeping your children home as necessary (see exclusion policy below), washing hands often during classroom participation, helping children wash hands before and after mealtimes and always washing hands between diapering or toileting.

Our recommendation to all families is that prior to the first illness, a plan is in place for care outside the Center during a period of time when your child is ill. If alternative care is needed (parent's jobs preclude them from always being available to stay home), it is important to pre-plan your backup care since illnesses can be very unpredictable.

Reporting Your Illness

It is paramount to the health and safety of our community that all contagious illnesses are reported immediately. It is important that any contagious disease be reported to the administration as a preventative measure. The Center then posts required "exposure notices" and reports any outstanding concerns to the Santa Clara County Public Health Department, who will determine the appropriate course of action. All reports of contagious disease will be held in strictest confidence.

Adherence to Health Policy

The RECC's health policies are under the jurisdiction of the California State Community Care Licensing Agency and other governmental agencies. We realize that individual pediatricians may have different views on issues, such as periods of contagion and when your child may return to the Center. We must follow health policies, as mandated. We apologize for any inconvenience that differing views may present. Please assist us in providing the best possible care for all children by adhering to the health policies.

Illness Exclusion

Children with the following symptoms should not be brought to the Center (they will be excluded from care should they come down with one or more of these symptoms while at the Center):

- Child feels too poorly to participate in normal Center activities (Example: consistently needs one-on-one care), excessive congestion which may affect child's ability to eat or sleep comfortably, crying or fussiness or needs to stay indoors.
- Temperature at or above 100.5 degrees under the arm, or 101 orally. At the RECC, temperature will be taken under the arm only.
- Any infectious diarrheas (Campylobacter, Giardia, Salmonella and ShigeUa) or one diarrhea stool (loose, watery, mucus-filled); whether caused by illness, food, food allergy or medication. The decision to send a child home lies with the responsible Director/Teacher.
- Vomiting, whether caused by illness, food, food allergy or medication.
- Any skin infection, rash or rash with drainage e.g. Chicken Pox, Fifth Disease, Scabies, Hand, Foot & Mouth Disease, head lice, pinworms, ringworm, Roseola or any other undiagnosed rash.
- Conjunctivitis ("pink eye"), both viral and bacterial.
- Undiagnosed eye drainage and/or significant reddening of the eyes. This may include watery, mucous-filled or puffy eyes.

A child should not be brought to the Center if he or she is unable to function fully in routine activities, including going outdoors.

We are aware that some symptoms of illness are not clearly developed in the morning at drop-off time. If a child develops symptoms of an infectious illness during his or her day at the Center, a parent will be asked to pick up the child as soon as possible (i.e., within one half-hour).

Please inform the Director/Teacher if you have given the child any medication at home.

Return After Illness

Children may return to the Center one full day after symptoms have disappeared. It is important to note that, in most cases, this will actually be a 48-hour period of time, as your child must be out of the Center for one full day (7:30 a.m. – 5:30 p.m.) without symptoms, and:

- Child feels well enough to participate in normal Center activities (including going outdoors), is not excessively congested, can eat regularly and can sleep comfortably.
- Temperature returns to normal (e.g., below 100.5 degrees under the arm or 101 degrees orally). Typically, temperatures rise in the afternoon; therefore, the "one full day" provision is meant to insure that a child has experienced one "nearly well" day before returning to the Center.
- Bowel movements are normal. If the child experiences another bout of diarrhea, he or she must be picked up immediately.
- Child is able to keep down milk and solid foods and has not vomited for one full day.

- Rash of skin infection is dry, completely scabbed over and no longer draining. All evidence of lice or other parasites is gone.
- Medication has been administered for one full day for conjunctivitis. In most cases if one eye has conjunctivitis the other one will have it so check with your doctor on treating both eyes when your child has been diagnosed with conjunctivitis.
- Eyes are dry, clear and not swollen or puffy.

Medications

We are only authorized to administer medication in its original container with the pharmacy label. RECC staff will administer only prescription medication. The Center's staff will not administer over-the-counter medications without a doctor's and parents signed instructions. The doctor's instructions must have a current date and the course and reason for the treatment.

Important Reminder: Please do not put prescriptions or medications in your child's cubby or backpack.

Diaper Policy

An additional fee of \$2.00 per day is charged for children that are not potty trained.

The RECC accepts children that are not potty trained. In order to do this we have to have the full cooperation from the child's parents in providing enough diapers and wipes every day. It is the responsibility of the parent to check your child's cubby on a daily basis for diapers and wipes. In order for the RECC to maintain licensing regulations we must change the children's diapers at least every two hours or when we become aware that the child needs a diaper change. When you pick your child up each night please make sure that your child has enough diapers for the next day at a minimum. If your child does not have diapers for the day we will add a fee of \$2.00 per diaper to your next month's bill. If your child does not have wipes we will charge \$1.00 per diaper to your next month's bill. It is not our intention to charge families for diapers and wipes so please make sure that your child has enough diapers and wipes.

Sunscreen

Please apply sunscreen to your child each day before bringing them to the Center. If you would like the staff to re-apply sunscreen during your child's day, you must sign a form which authorizes the RECC staff to apply sunscreen.

Emergency Contacts

It is essential that the Center have current telephone numbers at all times. Please indicate an alternate telephone number of a family member or friend in the community who will be able to pick your child up from the Center if you are not available. In addition, the emergency form in your child's file must include an additional name and telephone number of someone who can pick up your child in case you cannot be reached. Make sure all emergency contacts are aware that you are using their name and that they will need to pick up your child if we call.

Emergency Procedures

The RECC staff and administration have been trained in evacuation and disaster procedures. A current disaster plan is posted.

In the event of an earthquake, or other major disaster situation, parents should plan to pick up their children immediately. (Please inform the staff if there are any changes in telephone numbers, addresses and other important contact information.) We may ask you to remain to help with the disaster relief efforts. Our primary evacuation site is the Alzheimer's Living Center at 2300 Enborg Lane, San Jose, California 95128 (next door to the Alzheimer's Activity Center). Staff will remain at the Center until the last child is picked up.

If the phones are operating, parents should call the office telephone number: (408) 279-7515. In rare cases, the Center may close due to a prolonged power outage.

To remain in compliance with licensing, the RECC is unable to operate without storage for the children's food, as well as appropriate lighting and heating for the facility. During such events, we will contact parents to pick up their child(ren) up as soon as possible (within two hours).

Parking

We ask that parents park in the East parking lot spaces and walk your child or children into the program. Please drive at safe speeds in the parking lot and surrounding areas and always use caution when departing.

Our parking lot is frequently filled with a mix of disabled adults, VTA Outreach vehicles and childcare families. Your attention to caution is vital.

Due to the large amount of traffic in our parking lot, due to volunteers, staff and clients, we are a restricted parking lot. (Anyone parking for more than 15 minutes must have a parking permit.)

VII. CENTER CLOSURES

The Center will publish an operating schedule each year and will attempt to adhere to it as closely as possible. However, the Staff Development and Preparation Days may change to allow for flexibility in the use of professional development time. Our schedule is subject to change with reasonable notice.
Staff Development Days and Preparation Days

The Center may be closed for prescheduled Staff Development days to attend a professional conference or to attend our own annual in-service programming or retreat. The Center may also close the last Thursday and Friday in August to allow staff to prepare for the start of the new year.

Holidays

Holidays are prescheduled. An annual schedule will be made available to families.

VIII. SUPPLIES NEEDED

The following items will be required from you:

Preschool Supplies

Lunch (everyday)

Crib sheet

Blanket

Diapers, if needed

Wipes, if needed

Change of clothing (weather appropriate)

Water shoes

Sunscreen

***Please take blanket and sheet home weekly to be washed.*

**** Please check daily to make sure you have all of the above items.*

Please leave all toys, books, games etc. at home. Your child may bring a small stuffed animal to sleep with at naptime only.