

# NEW BEGINNINGS PRESCHOOL

**2800 W. Walnut Ave.  
Visalia, Ca 93277  
559-303-4193**



Director: Abbey Arroyo  
Executive Pastor: Brian Salber

Dear Parents and Guardians,

My name is Abbey Arroyo. I am the standing director of New Beginnings Preschool. I want to personally welcome you and your family. We have a passion for teaching children and providing a nurturing and loving environment, while also incorporating the foundation of Biblical principles. We believe that helping our students develop a foundation to have a relationship with Jesus Christ ultimately helps them understand His love for them, and others.

Research shows the majority of a child's brain is formed by age 3, which is why attending preschool has such a positive impact on their transition to kindergarten. Our program helps our students develop the necessary skills to be more successful in their everyday lives. We implement the Abeka curriculum, which is a Christian curriculum that teaches our students a love for learning. It is composed of three parts:

- Bible
- Academics
- Character Development

These important parts of education create a well-rounded environment for our students to learn and grow spiritually. We allow each student to grow and develop at their own unique pace, and grow in the love of Christ.

At New Beginnings, our staff goes beyond the teaching of academics and makes it a priority to teach each child about Jesus Christ. We teach the morals, values, and behaviors that God wants us to learn and live by. We use prayer, memory verses, and Bible stories to educate the children about who God is. Developing their Christian faith at such a young age will have a lasting effect on every child and set the stage for who they will become in the future.

Thank you for entrusting us with your children. We promise to love each and every child and create a safe and loving environment for them to succeed and help them reach their full potential.

If you have any questions, please feel free to contact me at any time.  
You can reach me at (559)303-4193.

God bless you,

Abbey Arroyo  
Director

NEW BEGINNINGS



PRESCHOOL

“You must grow in the grace of our Lord and Savior Jesus Christ. All glory to Him, both now and forever more. Amen!” ~ 1 Peter 3:18



For the last 2 years we have had the honor to enroll our son in the best preschool in Visalia: New Beginnings Preschool. NBP is not just a school that we have dropped our son off at for the last 2 years. Rather, it is a preschool in which we feel in full confidence, is nurturing to our son on an academic, spiritual, emotional, and social aspect of his little life. If you are seeking a preschool that truly cares about the entire upbringing of your child, do not seek any further. New Beginnings Preschool will be the answer to your prayers.

Every Staff member on campus will truly love your child unconditionally. My son has created the typical boy challenges for them. Yet, on a daily basis, he returns each day with open and loving arms from all his teachers.

On a parent standpoint, we made the best decision we could deciding to enroll him at New Beginnings Preschool. They were the first exposure to a structured academic learning foundation. However, they create much more than a structure for academic learning, they create a love for learning.

As an educator myself for the past 10 years, and teaching kindergarten for 4 years, I would highly recommend New Beginnings Preschool. Understanding the dynamics and expectations of students enrolling into kindergarten, he far exceeded the standards to enter into kindergarten. In fact, as a previous kindergarten, the content your child will know entering into kindergarten will far exceed many traditional kindergartens of their age. For us, since our sons' birthday is early September, we had the opportunity to enroll our son into kindergarten this fall. However, giving him the "Gift of time" and keeping him with Ms. Sam and Ms. Gigi was the best decision we made for him on all levels. As an educator, I firmly know with complete confidence he will succeed in kindergarten merely because New Beginnings Preschool has built a concrete academic foundation for our son. Regardless of where your child is on an academic level, you cannot go wrong choosing a preschool that is academically structured, but more importantly interlaced with teaching the love of God.

As this door comes to a close for us, our hearts are saddened. It will be a challenge not seeing the staff's beautiful loving smiles welcoming our family on a daily basis. However, we do know God will continue to bless New Beginning Preschool merely because their teachers are so dedicated for our kids to learn. They will continue to change our community and begin the next generation of learners entering into kindergarten with a solid academic Christian foundation in all children. Any child that enters through the door of New Beginnings Preschool will have an opportunity to learn the love of Jesus and obtain a solid academic foundation that will set them up for future success in their educational paths.

With a blessed heart and continual gratitude,

Phil & Dona Johnson

## PARENT TESTIMONIALS OF NEW BEGINNINGS PRESCHOOL

- “New Beginnings Preschool means to me blessings for my son, assurance for both parent and child. That goodness and kindness are happening at school you all have been loving and patient with us both.” – Richard Madruga
- “I’m not even sure how to put into words how much I love this school. I would highly recommend it for any standard you’re looking for in a preschool.” – Amamda Koenig
- “This school is so awesome. My son learned so much from Sam the first year he was there. This year I know he will learn even more from Gigi. You can tell these teachers love what they do.” – Shannon Hammond
- “LOVE LOVE LOVE this Preschool! Sweetest, most loving teachers ever! I recommend this preschool to everyone (even if they’re not looking). Honestly couldn’t ask for a better group of ladies to leave your babies with. Mrs. Sam treats my daughter like she’s her own and I know she couldn’t be in better hands when I leave her. Thank you, guys, for being so amazing!” – Shannon Nichols
- “I have had my precious boy at New Beginnings when they were beginning. They were so loving and caring and informative and hands on and they just excel along with their growth! I know their receiving the best care out there and that is important when you have to trust others with your children! My son is always ready and excited to go to school and learn and grow and play! I can’t sing enough praises for what they do!!!” – Dian Tran
- “New Beginnings has been a huge blessing to our family. It offered us a New Beginning, as I stepped back into the work field. It blesses us with a pace of comfort of knowing our son was in godly hands. The preschool is not only a preschool but an extension to our family. The teachers offer grace, compassion, and an eagerness to teach our kids. My son continues to learn, socialize, and thrive at New Beginnings Preschool. My son never ceases to impress me with the things he learns at school he is able to read words to me, as well as explain to me how God and Jesus live in all our hearts. Our family could not have found a greater second home for our son... it takes a village, and this is a village we will forever be grateful for.” Josh and Erin Bryan
- “When it comes to choosing a preschool for our first born, 4-year-old son, we found ourselves overwhelmed by all the different options in addition to the overall importance of our ultimate decision, knowing we wanted a faith bases school. We knew New Beginnings Preschool was the perfect fit for our son and even on our first tour of the campus, our son felt right at home. He loves going to school every day and loves his teachers, We could not be more thankful! Thank you, New Beginnings Preschool!” – Allison and Justin Cass



Welcome to New Beginnings Preschool. We are pleased to be a part of your child's early years. We have a wonderful preschool in which parents, children, and staff, work together to provide a high-quality Christian education program. We are looking forward to serving you and your family. This handbook is written in hopes of answering any questions you may have about our program. Please read the contents carefully. If there are any questions, feel free to contact us.

### **Statement of Purpose**

New Beginnings Preschool was developed to provide a Christian learning environment, through excellence in preschool services, to the families in Tulare County. We believe the early years of a child's life are one of the most important in his/her development. Our program is designed to enrich the mental, physical, social, emotional, and spiritual development of the child. Therefore, we consider New Beginnings Preschool as an extension of your home and church.

### **Our Philosophy**

The educational philosophy of the New Beginnings Preschool is based on a God-centered view that God's laws, principles, ethics, and standards are absolute truth. The Bible is the inspired Word of God, and Jesus Christ is the Son of God and sustainer of all things.

Each child is viewed as a separate and unique creation of God. Therefore, every child is accepted and loved based on this premise. Every child is an individual with his/her own rate of physical, social, emotional, cognitive, and spiritual maturation. Therefore, the Preschool's environment will influence each child differently. Each child will grow in all areas of development through play and interaction with the people and objects in their environment. Young children do not need to be forced to learn. They are motivated by their own desires to understand the world.

# A Day At New Beginnings Preschool

## 2's and 3's

The daily schedule is a general overview of the many activity's children experience at New Beginnings Preschool. Our goal is to provide a balanced program of opportunities and learning experience for each child.

### Approx. Times

7:00	School opens and parents sign-in the child
7:00-8:45	Free Play
8:45-9:00	Clean up, use the bathroom and wash hand
9:30-9:55	Chapel Time (Pledges, music, Bible story, and memory verses)
9:55-10:00	Transition to classrooms
10:00-10:30	Circle Time- curriculum implemented at this time, along with; songs, calendar, weather, stories, music, sharing, and workbooks correlated with curriculum
10:30-11:00	Recess outside (weather permitting)
11:00-11:30	Free play
11:30-12:15	Lunch
12:15-12:30	Story time, bathroom, and getting ready for naptime
12:30-2:30	Naptime
2:30-3:00	Wake-up and toileting. Mats, blankets, etc. put away
3:00-3:30	Afternoon Snack. (This is when we celebrate any birthdays)
3:15-4:00	Movement-music, story time, dancing, games outside play (depending on weather).
4:30-5:30	Free play. A variety of activities including story time, stations, coloring pages, etc.
5:30	School closes – parents will sign-out child when picked up

# A Day At New Beginnings Preschool

## 4's and 5's

The daily schedule is a general overview of the many activity's children experience at New Beginnings Preschool. Our goal is to provide a balanced program of opportunities and learning experience for each child.

### Approx. Times

7:00	School Opens – Parents sign-in child when dropped off.
7:00-8:45	Free Play (indoor/outdoor)
8:45-9:00	Clean up, use the bathroom and wash hand
9:30-9:55	Chapel Time (Pledges, music, Bible story, and memory verses)
9:55-10:00	Transition to classrooms
10:00-10:30	Circle Time- curriculum implemented at this time, along with; songs, calendar, weather, stories, music, sharing, and workbooks correlated with curriculum.
10:30-11:00	Free Play
11:00-11:30	Recess outside (weather permitting)
11:30-12:15	Lunch
12:15-12:30	Story time, bathroom, and getting ready for naptime.
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5:30	School closes – parents will sign-out child when picked up.

## Tuition

Hours: 7:00 am - 5:30 pm                      Monday through Friday

Registration Fee: \$50.00 - nonrefundable

Book Fee: 2/3 years old = \$85.00              4/5 years old = \$100.00

We require a minimum enrollment of two days per week. There are no make-up days for absentees. Children must be enrolled for specific days of the week.

Our fees are prorated on a yearly basis. The fees are the same each month.

Tuition is due on the 1<sup>st</sup> of each month. A late fee of \$15.00 will be added after the 7<sup>th</sup>. We will not accept students with delinquent balances.

There are no refunds

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<b><u>FULL DAY RATES</u></b>	7:00 am - 5:30 pm	RATE PER MONTH
5 days a week		\$645.00
4 days a week		\$550.00
3 days a week		\$455.00
2 days a week		\$360.00

**DAY RATES** (additional days only for those under above contract)

Full day = \$45.00 per day



## Admission Agreement

Operating Hours: 7:00 a.m. - 5:30 p.m. Monday through Friday

We accept children 2.6 years of age, toilet trained, through 6 years of age. New Beginnings Preschool admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate based on race, color, national, and ethnic origin in administration of its educational policies, admissions policies, or programs. All children are accepted on a trial basis. If it is determined a child is not making a satisfactory adjustment or having severe discipline problems, the parent will be contacted, and a conference will be necessary. At this time your child may or may not be dismissed from our program.

At the time of your child's enrollment you will be asked to read and sign this agreement and return all required forms to the preschool office.

- 1) Financial agreement
- 2) Family/Social history
- 3) Health history
- 4) Physician's report
- 5) Immunization records
- 6) Emergency/Accident form
- 7) Parent rights
- 8) Personal rights
- 9) Pre-payment of registration fee

Children must be enrolled for specific days. We require a minimum enrollment of two days a week. There are not make-up days for absences and no credit will be given, with the exception of long-term illness if the parent notifies the preschool.

Our fees are prorated over the school year. We do not give credit for holidays.

## HOURS OF OPERATION

New Beginnings Preschool is open from 7:00 am to 5:30 pm, Monday through Friday. Morning enrichment is from 8:30 am to noon, Monday through Friday. A full-day schedule is five to eight hours.

## ADMISSION

We accept children 2.5 years of age and toilet trained. All children are accepted on a trial basis. If it is determined a child is not making a satisfactory adjustment, the parents will be contacted, and a conference will be necessary.

We understand and anticipate that accidents happen with children. However, accidents are an indication that the child needs more assistance with toilet training. If repeated accidents continue after a month of enrollment, NBP may ask you to withdraw your child until they are more properly toilet trained. We do this for the safety of other children and staff as it takes time and learning away from the other children if staff members must continually assist a child in the bathroom.

## REGISTRATION AND BOOK FEE

A one-time registration fee of \$50.00 for all enrolled children will be required to set up your child's chart. There is a summer supply fee of \$25.00. There will also be an annual book fee.

## TUITION

Tuition is due and payable on the first (1<sup>st</sup>) of each month in advance of the provided care. Parents are responsible for payment of tuition, including holidays, and two teacher in-service day in August. The person who signs the financial agreement is responsible for all tuition payments. Children will not be allowed to attend NBP if their tuition falls one month behind. Children can return when tuition is current.

*We reserve the right to refuse care if financial obligations have not been met.  
There are no refunds.*

## LATE CHARGE

There is a \$15.00 late charge if tuition is not received by the 7<sup>th</sup> of each month. There is a \$25.00 charge for all returned checks. After the third returned check, you will be required to make all tuition payments in cash or with a cashier's check.

## VACATION CREDIT

Vacation credit is allowed to each family attending **full time** (5 days a week all day) and after they have attended NBP for four (4) months. Vacation credit is per **family**, not per child.

This credit is given yearly from January through December. The tuition credit will be given to the child who pays the greater tuition. You will be given one week vacation during the calendar year, January through December.

HOLIDAYS CLOSED *(subject to change at the administrator's discretion)*

January	New Years Day
	Martin Luther King Jr. Day
February	President's Day
March or April	Good Friday
	Monday after Easter
May	Memorial Day
July	4 <sup>th</sup> of July
August	Teacher In-Service Days
September	Labor Day
November	Veterans Day
	Thanksgiving Day & the following Friday
December	Christmas, one week

Our fees are prorated over the year taking the holidays into consideration.  
We do not give credit for holidays.

RE-ENROLLMENT

Following each "new year" New Beginnings Preschool has Re-enrollment. Re-enrollment is the time for all our currently enrolled families to re-enroll their children for the upcoming summer and fall sessions. Each family will receive new enrollment forms and will have one month to get their schedules set and return all forms. All forms must be turned in by the deadline to secure their child's spot.

UPON ENTERING PRESCHOOL

Children enrolled in the preschool may be dropped off and picked up any time between 7:00 am and 5:30 pm. All children must be accompanied into the preschool by a parent or an adult. Anyone who drops off or picks up a child from the school must sign his/her full name and record the time of day the child is dropped off or picked up. The name of the person who picks the child must be their parent or the parents' authorized representative. Sign-in sheets are provided.

**This is a state requirement that must be complied with to keep our license.**

We have yearly state and fire inspections.

CLOTHING

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. No bare feet, or flip flops; they are not safe on the climbing equipment. Cowboy boots are acceptable unless they become a problem for the child. We feel children should be able to play, create, and experience the daily activities provided without concern for their clothing.

**Extra Clothes:** Spills and occasional bathroom accidents happen, therefore, we need an extra set of clothing, including socks, to keep at the preschool. All extra clothing needs to be marked with the child's name. If wet/soiled clothes are sent home, please return a clean set the next morning.

*All clothing, jackets, and blankets should be marked*

New Beginnings Preschool is not responsible for any lost or torn items.

### BIRTHDAYS/LUNCH PARTIES

Parents are welcome to send cookies, cupcakes, or treats to share with the class on their child's birthday. NBP requires that all items, for birthday celebrations or lunch parties, must be **store bought** with the ingredients label legible. This will ensure the safety of children or staff with allergies. Please let your child's teacher know in advance that you plan on bringing treats.

### SNACKS AND LUNCH

We furnish morning and afternoon snacks.

You do need to pack a lunch for your child. We cannot heat up lunches.

**If your child has any food allergies, please notify the teacher.**

### REST PERIODS

A small blanket may be brought to school for nap time. A stuffed animal or doll also may be brought to use at nap time. Please be mindful that the items your child brings need to fit in a small tub. Also, if they bring a stuffed animal, it must be something that can stay at school to nap with on a consistent basis – not taken back and forth between home and school. NBP sends home the child's blanket at the end of the month to be washed and returned for the new month. We are not responsible for toys lost or broken.

### MEDICINES

We will administer **prescribed medication only**. This means we will **not** administer Advil, Tylenol, Motrin, Cough Syrup, cough drops, etc. Therefore, we do not allow these types of medication, including cough drops, to be in children's items when brought to the facility. A Consent for Medication form must be signed and filled out with dates, instructions, and name of medication. We will not administer medication without a form.

### ILLNESS

For the protection of all children **WE CANNOT KEEP A CHILD AT THE PRESCHOOL IF THEY SHOW ANY OF THE FOLLOWING SYMPTOMS:**

- 1) Diarrhea or vomiting
- 2) Temperature – 99 degrees or higher

- 3) Contagious rash - child can return with doctors note
- 4) Nasal discharge or a discharge from the eyes or ears
- 5) Pink eye
- 6) Signs of a contagious disease - child can return with doctors note

Parents should exercise every caution and keep their child home if ill. NBP will perform a health check upon drop off. If the child appears to be ill (nasal discharge, eye discharge, severe cough, fever, concerning rash, vomiting, diarrhea, etc) we reserve the right to refuse childcare. Please inform staff of any incidents or illness prior to their drop off as all these things play an important role in the child's day/behavior. If a child becomes ill during the day, he/she will be placed in an isolated area and the parent will be contacted to remove the child from the school. We require a 24-hour period of no vomiting, diarrhea, or temperature before returning to school to help maintain the health of all children and staff.

### ABSENCES

Due to the fact licensing requirements force us to engage staff based on the number of children enrolled, we cannot give tuition refunds for days that your child is absent. An exception is made to the policy for an extended illness of a week or longer. This only applies if we are informed of the illness.

### WE DO NOT HAVE MAKE-UP DAYS

If, on an emergency, you need an extra day, contact the director to inquire if we have a space open due to an absence on that day. A child who is absent more than two consecutive weeks without notifying the preschool will be dismissed. We appreciate a phone call if your child will be absent from school.

### EXTRA ATTENDANCE DAYS

If you need to add an extra attendance day to your child's schedule, please notify the director a minimum of 24 hours in advance and it will be determined if a child will be able to attend that day. If it is approved, be mindful that you will be charged for any additional days that are above your tuition agreement. Payment for extra attendance will be due on approved drop off day.

### ACCIDENT/INCIDENT NOTIFICATION

Accident/Incident reports are written and sent home with your child if an accident should occur during their day at school. If the injury is a concern to the director, the child will be required to be picked up immediately. If injury needs medical attention, upon parental assessment, please notify the director and give a copy of all doctor forms received. If child seeks medical attention an Unusual Injury Report will be filed and sent to Community Care Licensing as per state regulations.

### CLOSING TIME

The preschool is scheduled to close at 5:30 pm. We ask parents to please cooperate in picking up their children before 5:30. If for some emergency, a parent should be delayed, please call the preschool and inform the teacher in charge that you will be late. A late charge of \$5.00 per quarter hour is assessed and payable immediately.

While we do understand that emergencies do arise, we request that parents keep in mind the 5:30 closing time. Our staff is hired until that hour and continuous tardiness will necessitate our requesting the child to be withdrawn from the program.

### DISCIPLINE

It is the policy of our preschool to provide corrective discipline to children by using positive reinforcement techniques: time outs, removing the child from the group, redirection, and talking with the director. We will use these techniques for acts needing corrective action, but we believe the direction and discipline should come from the parents. Therefore, when the following acts occur, you will be called immediately to remove your child for the day from the school:

- 1) Excessive biting
- 2) Excessive pinching
- 3) Incidents showing excessive temper/aggression
- 4) Violent actions
- 5) Using obscenities
- 6) Excessive hitting
- 7) Excessive kicking
- 8) Excessive spitting
- 9) Continual disobedience/disrespect to staff which includes but not limited to; hitting, kicking, spitting, pinching, biting, pulling hair, etc.

If these actions continue your child may be dismissed from the program. Please understand, this is for the safety of all concerned including the other children and staff.

### RELEASE OF STUDENT DIRECTORY INFORMATION

In compliance with Title 22 and the Department of Social Services, all information and records obtained from or regarding children shall be confidential. records are only open to inspection by the child's authorized representative, Department of Social Services personnel, and the law enforcement officials.

### TRANSPORTATION

At the present time we will not be doing any off-campus activities that would require transportation.

## OTHER

The state of California requires that all members of day care institutions be obligated to report any suspected cases of child abuse or neglect.

The Department of Licensing agency shall have the authority to interview children or staff, and to inspect and audit child or facility records without prior consent.

The Licensee shall make provisions for private interviews with any child or any staff member and for the examination of all records relating to the operation of the facility.

The Department of Licensing agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child.

## TULARE CAL-WORKS PROGRAM

New Beginnings Preschool is **contracted with the parent**, meaning that **the parent is financially responsible** for any unpaid balances that Tulare Cal-Works does not cover. Remaining balances are due seven (7) days after receiving payment from Tulare Cal-Works. Tuition is the same amount every month regardless of attendance.

## IMMUNIZATIONS

Title 22 are the regulations that NBP is required to uphold in order to maintain operation as a childcare facility. Therefore, according to Regulation 101220.1 in Title 22 – IMMUNIZATIONS 101220.1

- a) Prior to admission to a childcare center, children shall be immunized against diseases as required by the California Code of Regulations, Title 17, commencing with Section 6000.

## **New Immunization Law**

NBP will not admit any child until they are **fully** immunized as required by the State of California (unless a signed **medical** exemption is on file). Personal belief waivers will no longer be accepted by the State of California.

[ Approved by Governor June 30, 2015. Filed with Secretary of  
State June 30, 2015. ]

## LEGISLATIVE COUNSEL'S DIGEST

SB 277, Pan. Public health: vaccinations.

Existing law prohibits the governing authority of a school or other institution from unconditionally admitting any person as a pupil of any public or private elementary or secondary school, child care center, day nursery, nursery school, family day care home, or development center, unless prior to his or her admission to that institution he or she has been fully immunized against various diseases, including measles, mumps, and pertussis, subject to any specific age criteria. Existing law authorizes an exemption from those provisions for medical reasons or because of personal beliefs, if specified forms are submitted to the governing authority. Existing law requires the governing authority of a school or other institution to require documentary proof of each entrant's immunization status. Existing law authorizes the governing authority of a school or other institution to temporarily exclude a child from the school or institution if the authority has good cause to believe that the child has been exposed to one of those diseases, as specified.

This bill would eliminate the exemption from existing specified immunization requirements based upon personal beliefs, but would allow exemption from future immunization requirements deemed appropriate by the State Department of Public Health for either medical reasons or personal beliefs. The bill would exempt pupils in a home-based private school and students enrolled in an independent study program and who do not receive classroom-based instruction, pursuant to specified law from the prohibition described above. The bill would allow pupils who, prior to January 1, 2016, have a letter or affidavit on file at a private or public elementary or secondary school, child day care center, day nursery, nursery school, family day care home, or development center stating beliefs opposed to immunization, to be enrolled in any private or public elementary or secondary school, child day care center, day nursery, nursery school, family day care home, or development center within the state until the pupil enrolls in the next grade span, as defined. Except as under the circumstances described above, on and after July 1, 2016, the bill would prohibit a governing authority from unconditionally admitting to any of those institutions for the first time or admitting or advancing any pupil to the 7th grade level, unless the pupil has been immunized as required by the bill. The bill would specify that its provisions do not prohibit a pupil who qualifies for an individualized education program, pursuant to specified laws, from accessing any special education and related services required by his or her individualized education program. The bill would narrow the authorization for temporary exclusion from a school or other institution to make it applicable only to a child who has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the diseases described above. The bill would make conforming changes to related provisions.



## ROLES OF PARENTS AND STAFF CONCERNING DISCIPLINE

Children are most likely to respond to attempts of discipline when the adults involved are consistent. That is, when every adult who disciplines the child uses similar techniques. Parents often find it difficult to be consistent at those times when family pressures or other stresses seem more important than a child's misbehavior. The parent may feel that keeping the child quiet, whatever it takes, is the only solution at the moment.

We would like to work together with parents to help children develop appropriate behaviors. In this way, children will always get the same message from the important adults in their lives (parents and teachers) about those behaviors that are acceptable and those that are not.

“Children who have been in care situations outside the home prior to attending school often have an easier time making the transitions to the school environment. They have already become somewhat socialized. They have learned how to separate from mom and dad: experience has taught them that parents will always come back to get them. They have developed the ability to trust other adults; someone other than mom and dad can keep them safe and meet their emotional, psychological, and physical needs. They have learned how to share: space, belongings, and share attention. They have learned how to follow the rules; rules meant to keep them safe and help them get along with others. And finally, they have learned the importance of routine, the security that comes from knowing what to expect next.”

## ACCEPTABLE WAYS TO DISCIPLINE CHILDREN

Our hope regarding behavior is to change inappropriate behavior to appropriate behavior by using positive techniques. Some of these techniques include:

- Developing with children rules that are stated at their level.
- Clarifying the consequences of disobeying rules before disobedience occurs. For example, "If you hit one of your friends you will not be allowed to play," Or, "You may not hurt my friends."
- Having age-appropriate expectations for children. We do not expect children to understand and obey complex rules.
- Allowing children time to practice obeying new rules before punishing them for disobeying; remembering some children may not recall a new rule without a lot of practice. They need to develop their memories.
- Ignoring some kinds of inappropriate behavior. Some misbehavior is an attempt to get attention. The more attention the child gets, the more likely the behavior will be repeated.
- Giving a time out for other types of inappropriate behavior. A time out is another way of telling a child that his/her behavior is not acceptable. A time-out takes the child away from friends and activity for a short time, giving him/her a chance to start over or calm down.
- Reinforcing desirable behavior by praising or rewarding the child. When the child realizes that attention comes from appropriate behavior that behavior will hopefully continue.

*New Beginnings Preschool does not use corporal punishment*

## RIGHT TO TERMINATE AND REFUSE SERVICE

New Beginnings Preschool reserves the right to terminate service to a student at any time. There are two bases for this:

- 1) As a Christian school, NBP has educational and religious objectives, as well as beliefs, which guide its actions and efforts. It is reasonable to expect a student to cooperate with these objectives and beliefs.
- 2) It is reasonable for parents to cooperate with and support the school as they know and understand the objectives and rules of the school and have signed a document to certify their agreement. Therefore, when a student or family refuses to support NBP, the right to terminate enrollment will be reserved.

As NBP has no obligation to provide service it also reserves the right to refuse service. If a potential student is not believed capable of meeting academic, belief, or behavior standards, service may be refused. Similarly, if a parent is not believed to be cooperative and supportive or willing to meet financial obligations, service may be refused.

## MODIFICATIONS

If there are any modifications to New Beginning Preschool's policy and procedures, parents/guardians will be notified 30 days in advance.

## INSPECTION AUTHORITY OF LICENSING AGENCY

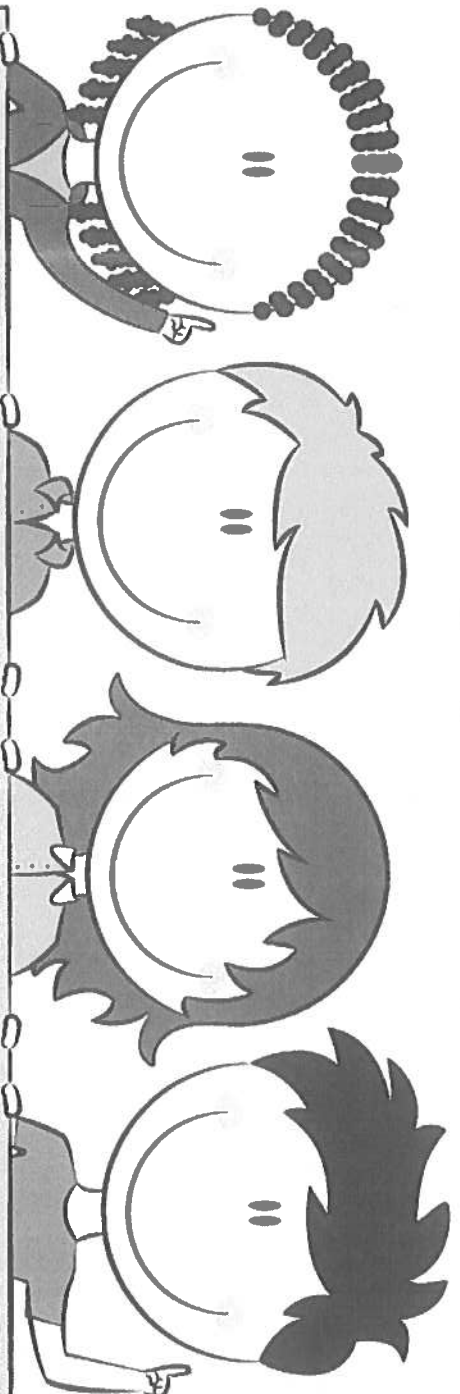
The Department has the inspection authority specified in Health and Safety Code Sections 1596.852, 1596.853, and 1596.8535.

- 1) Health and Safety Code Section 1596.852 provides:

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 at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, this act or the regulations adopted by the department pursuant to the act.
- 2) Health and Safety Code Section 1596.853 provides in part:
  - A) Any person may request an inspection of any child day care facility in accordance with the California Child Day Care Facilities Act by transmitting to the department notice of an alleged violation of applicable requirements prescribed by the statutes or regulations of this state. A complaint may be made either orally or in writing.
  - B) The substance of the complaint shall be provided to the licensee no earlier than at the time of the inspection. Unless the complainant specifically requests otherwise, neither the substance of the complaint provided the licensee nor any copy of the complaint or any record published, released, or otherwise made available to the licensee shall disclose the name of any duly authorized officer, employee, or agent of the department conducting the investigation or inspection pursuant to this chapter.
  - C) Upon receipt of a complaint, the department shall make a preliminary review and, unless the department determines that the complaint is willfully intended to harass a licensee or is without any reasonable basis, the department shall make an onsite inspection within 10 days after receiving the complaint, except where the visit would adversely affect the licensing investigation or the investigation of other agencies, including, but not limited to, law enforcement agencies. In either event, the complainant shall be promptly informed of the department's proposed course of action.


- D) Upon issuance of a license for a child day care facility or upon denial, revocation, or temporary suspension of a license or within 24 hours of a finding that physical abuse or sexual abuse has occurred, the department shall notify the resource and referral agency funded under Section 8210 of the Education Code for that jurisdiction.
- E) The resource and referral agency shall be notified of the final resolution.

# No Shots? No Records? No School.



**Children will not be enrolled  
unless an immunization record  
is presented and  
immunizations are up-to-date.\***

*\*If your child is unimmunized due to medical reasons, please notify us.*

Go to **ShotsForSchool.org** to access information about immunization requirements, an interactive school look-up tool, implementation materials for schools, and educational materials for parents.  **ShotsforSchool.org**

# CALIFORNIA CHILD PASSENGER SAFETY LAW

Protect your child — it is the law.



## IS YOUR CHILD IN THE RIGHT CAR SEAT?

### Use of child passenger restraint system for child under age 8

Except as provided in Section 27363 of the Vehicle Code, a parent, legal guardian, or driver shall not transport on a highway in a motor vehicle a child who is under eight (8) years of age, without properly securing that child in a back seat in an appropriate child passenger restraint system meeting federal motor vehicle safety standards.

#### Exemptions:

- A child under eight (8) years of age may ride properly secured in an appropriate child passenger restraint system in the front seat under any of the following circumstances:
  - There is no rear seat.
  - The rear seats are side-facing seats.
  - The rear seats are rear-facing seats.
  - The child passenger restraint system cannot be installed properly in the rear seat.
  - All rear seats are already occupied by children seven years of age or under.
  - Medical reasons require that a child cannot ride in the rear seat. Proof of the child's medical condition may be required.
  - However, a child cannot be transported in a rear-facing child passenger restraint system in a front seat that is equipped with an active frontal passenger airbag.
- A child under eight (8) years of age who is four feet nine inches (4'9") in height or taller may be *properly restrained by a safety belt* instead of a child passenger restraint system. *Properly restrained by safety belt means that the lower (lap) portion of the belt crosses the hips or upper thighs and the upper (shoulder) portion of the belt crosses the chest in front of the occupant.*
- A child weighing more than 40 pounds may be transported in the backseat of a vehicle while wearing only a lap safety belt when the backseat of the vehicle is not equipped with a combination lap and shoulder safety belt.
- In case of a life-threatening emergency or when a child is being transported in an authorized emergency vehicle, if there is no child passenger restraint system available, a child may be transported without the use of that system, but the child must be secured by a seatbelt.
- A court may exempt a child from the Child Safety Belt and Passenger Restraint Requirements if certain determinations are made.

### Use of child passenger restraint system for child between 8 and 16

A parent, legal guardian, or driver shall not transport on a highway in a motor vehicle a child who is eight (8) years of age or older, but less than 16 years of age, without properly securing that child in an appropriate child passenger restraint system or safety belt meeting federal motor vehicle safety standards.

Call your local health department for more information at:



For more information on safety seats: [www.chp.ca.gov](http://www.chp.ca.gov)



STATE OF CALIFORNIA • CHILD CARE LICENSING • DEPARTMENT OF SOCIAL SERVICES

# IMPORTANT INFORMATION FOR PARENTS

## CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

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

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

### How the Exemption Request is Reviewed

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

The person who needs the exemption must provide information about:

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

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

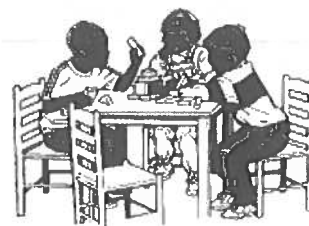
We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

### How to Obtain More Information

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



# Community Care Licensing



## NOTIFICATION OF PARENTS' RIGHTS

THIS NOTICE MUST BE POSTED IN A PROMINENT, PUBLICLY ACCESSIBLE AREA OF THE CHILD CARE CENTER

### AS A PARENT/AUTHORIZED REPRESENTATIVE, YOU HAVE A RIGHT

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive from the licensee the Caregiver Background Check Process form.

<http://www.cclcd.ca.gov>

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

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

Licensing Office Name: Community Care Licensing/Fresno Reginal Office

Licensing Office Address: 770 E. Shaw Ave, Suite 300

Fresno, CA 93710

Licensing Office Telephone Number: 559-2434588



# NEW BEGINNINGS PRESCHOOL REGISTRATION APPLICATION

*(Please Print)*

**Name of Student:**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

**Primary Address:** \_\_\_ Both Parents \_\_\_ Mother \_\_\_ Father \_\_\_ Legal Guardian

City \_\_\_\_\_ Zip \_\_\_\_\_

**Phone Number:**

Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

**Mother:** \_\_\_\_\_

Employer: \_\_\_\_\_ Phone # \_\_\_\_\_

**Father:** \_\_\_\_\_

Employer: \_\_\_\_\_ Phone # \_\_\_\_\_

**Stepmother:** \_\_\_\_\_

Employer: \_\_\_\_\_ Phone # \_\_\_\_\_

**Stepfather:** \_\_\_\_\_

Employer: \_\_\_\_\_ Phone # \_\_\_\_\_

Is there anyone who, by court decree, is restrained from taking this student from school?

Yes No (circle one)

If yes, list name: \_\_\_\_\_

*Legal Documentation from the court must be on file in the school office*

*I acknowledge that by registering this student into New Beginnings Preschool, I take ultimate financial responsibility for tuition and any other expenses relating to the student.*

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

## NEW BEGINNINGS PRESCHOOL REGISTRATION APPLICATION

### EMERGENCY

**Student Name:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Father's Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school.

I hereby grant permission for a representative of New Beginnings Preschool to take whatever steps that may be necessary to obtain emergency medical care if warranted.

These steps may include, but are not limited to the following:

- 1) Attempt to contact a parent/guardian.
- 2) Attempt to contact the persons listed on the emergency form.
- 3) If NBP cannot contact you, we will do one of the following:
  - i. Call the paramedics
  - ii. Have the child taken to the emergency room at the nearest hospital or emergency medical facility in the company of a staff member. Any expenses incurred will be the responsibility of the child's family.
  - iii. Attempt to contact the family physician.

The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment.

### AUTHORIZED TO PICK-UP

1. **Legal Name:** \_\_\_\_\_  
**Phone #** \_\_\_\_\_ **Driver License #** \_\_\_\_\_
2. **Legal Name:** \_\_\_\_\_  
**Phone #** \_\_\_\_\_ **Driver License #** \_\_\_\_\_
3. **Legal Name:** \_\_\_\_\_  
**Phone #** \_\_\_\_\_ **Driver License #** \_\_\_\_\_
4. **Legal Name:** \_\_\_\_\_  
**Phone #** \_\_\_\_\_ **Driver License #** \_\_\_\_\_

*Children will be released **ONLY** to those authorized above*

### **NO EXCEPTIONS!**

I, the undersigned, parent/guardian of \_\_\_\_\_, a minor, do hereby authorize the above named to be permitted to pick-up my child from school in case of emergency when I cannot be reached, or whenever necessary.

Parent/Legal Guardian Signature

Date

**NEW BEGINNINGS PRESCHOOL  
FINANCIAL/ADMISSION AGREEMENT**

---

**CHILDS NAME:** \_\_\_\_\_

**DAYS ATTENDING:** (please circle)    M    T    W    TH    F

**SUMMER SESSION**

**TUITION WILL BE \$ \_\_\_\_\_ PER MONTH.**

All tuition must be paid in full on the 1<sup>st</sup> of each month. A late fee of \$15.00 will be added after the 7<sup>th</sup> of the month.

I have read the admission agreement and the handbook regarding policies, regulations, tuition payments and responsibilities, and agree to abide by them.

\_\_\_\_\_  
Printed name of person responsible for payment

\_\_\_\_\_  
Printed name of person responsible for shared payment

\_\_\_\_\_  
Signature of person responsible for payment

\_\_\_\_\_  
\* Signature of person with shared payment

\_\_\_\_\_  
Street address

\_\_\_\_\_  
street address

\_\_\_\_\_  
City, state, Zip

\_\_\_\_\_  
city, state, zip

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Linda Svenhard-Holmes  
Director

\_\_\_\_\_  
Date signed

\* Must be signed in presence of Director

**NEW BEGINNINGS PRESCHOOL  
FINANCIAL/ADMISSION AGREEMENT**

---

**CHILDS NAME:** \_\_\_\_\_

**DAYS ATTENDING:** (please circle)    M    T    W    TH    F

**FALL SESSION**

**TUITION WILL BE \$ \_\_\_\_\_ PER MONTH.**

All tuition must be paid in full on the 1<sup>st</sup> of each month. A late fee of \$15.00 will be added after the 7<sup>th</sup> of the month.

I have read the admission agreement and the handbook regarding policies, regulations, tuition payments and responsibilities, and agree to abide by them.

\_\_\_\_\_  
Printed name of person responsible for payment

\_\_\_\_\_  
Printed name of person responsible for shared payment

\_\_\_\_\_  
Signature of person responsible for payment

\_\_\_\_\_  
\* Signature of person with shared payment

\_\_\_\_\_  
Street address

\_\_\_\_\_  
street address

\_\_\_\_\_  
City, state, Zip

\_\_\_\_\_  
city, state, zip

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Linda Svenhard-Holmes  
Director

\_\_\_\_\_  
Date signed

\* Must be signed in presence of Director

**PERSONAL RIGHTS****Child Care Centers**

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

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

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

NAME

Community Care Licensing/Fresno Regional Childcare

ADDRESS

1320 E. Shaw Ave

CITY

Fesno

ZIP CODE

93710

AREA CODE/TELEPHONE NUMBER

559-243-4588

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

**PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

New Beginnings Preschool

(PRINT THE ADDRESS OF THE FACILITY)

2800 W. Walnut Ave Visalia, Ca 93277

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

### PARENTS' RIGHTS

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

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

Licensing Office Name: Community Care Licensing/Fresno Regional Childcare

Licensing Office Address: 1310 E. Shaw Ave, Fresno, Ca 93710

Licensing Office Telephone #: 559-243-4588

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

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

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

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

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

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

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

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

\_\_\_\_\_  
Date

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

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

# MINOR (CHILD) PHOTO RELEASE FORM

I, \_\_\_\_\_, the parent or legal guardian of  
\_\_\_\_\_ [Child] grant New Beginnings Preschool

[Party Receiving Permission] my permission to use the photographs described as  
School related/instruction photos [Describe Photographs] for any legal use,  
including but not limited to: publicity, copyright purposes, illustration, advertising, and  
web content.

Furthermore, I understand that no royalty, fee or other compensation shall become  
payable to me by reason of such use.

Parent/Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_





**CHILD'S PREADMISSION HEALTH HISTORY—PARENT'S REPORT**

CHILD'S NAME	SEX	BIRTH DATE
FATHER'S/FATHER'S DOMESTIC PARTNER'S NAME	DOES FATHER/FATHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?*	
MOTHER'S/MOTHER'S DOMESTIC PARTNER'S NAME	DOES MOTHER/MOTHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?*	
IS THIS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?	DATE OF LAST PHYSICAL/MEDICAL EXAMINATION	

**DEVELOPMENTAL HISTORY** (\*For infants and preschool-age children only)

WALKED AT*	MONTHS	BEGAN TALKING AT*	MONTHS	TOILET TRAINING STARTED AT*	MONTHS
------------	--------	-------------------	--------	-----------------------------	--------

**PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:**

	DATES		DATES		DATES
<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> Diabetes		<input type="checkbox"/> Poliomyelitis	
<input type="checkbox"/> Asthma		<input type="checkbox"/> Epilepsy		<input type="checkbox"/> Ten-Day Measles (Rubeola)	
<input type="checkbox"/> Rheumatic Fever		<input type="checkbox"/> Whooping cough		<input type="checkbox"/> Three-Day Measles (Rubella)	
<input type="checkbox"/> Hay Fever		<input type="checkbox"/> Mumps			

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
--	------------------------	---

**DAILY ROUTINES** (\*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST	WHAT ARE USUAL EATING HOURS?
	LUNCH	BREAKFAST _____
	DINNER	LUNCH _____
		DINNER _____

ANY FOOD DISLIKES?	ANY EATING PROBLEMS?
--------------------	----------------------

IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE?*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WORD USED FOR "BOWEL MOVEMENT" *		WORD USED FOR URINATION *	

PARENT'S EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE?	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)?	IF YES, WHAT KIND AND ANY SIDE EFFECTS
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES CHILD USE ANY SPECIAL DEVICE(S)?	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME?	IF YES, WHAT KIND:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PARENT'S EVALUATION OF CHILD'S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN)

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT'S SIGNATURE

DATE

# PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

## PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

\_\_\_\_\_, born \_\_\_\_\_ is being studied for readiness to enter  
(NAME OF CHILD) (BIRTH DATE)

\_\_\_\_\_. This Child Care Center/School provides a program which extends from \_\_\_\_\_ : \_\_\_\_\_  
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to \_\_\_\_\_ a.m./p.m. , \_\_\_\_\_ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

\_\_\_\_\_  
(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

\_\_\_\_\_  
(TODAY'S DATE)

## PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: \_\_\_\_\_ Allergies: medicine: \_\_\_\_\_

Vision: \_\_\_\_\_ Insect stings: \_\_\_\_\_

Developmental: \_\_\_\_\_ Food: \_\_\_\_\_

Language/Speech: \_\_\_\_\_ Asthma: \_\_\_\_\_

Dental: \_\_\_\_\_

Other (Include behavioral concerns): \_\_\_\_\_

Comments/Explanations: \_\_\_\_\_

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: \_\_\_\_\_

### IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /			
HIB MENINGITIS (REQUIRED FOR CHILD CARE ONLY) (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	
HEPATITIS B	/ /	/ /	/ /		
VARICELLA (CHICKENPOX)	/ /	/ /			

#### SCREENING OF TB RISK FACTORS (listing on reverse side)

- Risk factors not present; TB skin test not required.
- Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).  
\_\_\_ Communicable TB disease not present.

I have  have not  reviewed the above information with the parent/guardian.

Physician: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Date of Physical Exam: \_\_\_\_\_  
Date This Form Completed: \_\_\_\_\_  
Signature \_\_\_\_\_

Physician  Physician's Assistant  Nurse Practitioner

## IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
FATHER'S GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
MOTHER'S GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ( )	BUSINESS TELEPHONE ( )

### ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

### PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL       OTHER      EXPLAIN: \_\_\_\_\_

### NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE

DATE

### TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION

DATE LEFT

# CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

\_\_\_\_\_ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE  
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

\_\_\_\_\_. THIS CARE MAY BE GIVEN UNDER  
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD  
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

( )

WORK PHONE

( )

## Do Your Homework Before Choosing a Care Provider

It's important that you ask yourself the following questions when carefully considering a caregiver for your child:

- Does this person have a history of violence?
- Will this person become frustrated or angry if my baby cries?
- Have I told this person that a baby should never be shaken?
- Is this person good with babies?
- Has this person had children removed from his or her care because he or she was unable to care for them?
- Does this person know to call someone immediately if they become frustrated while caring for the baby?

### Resources

#### National Center on Shaken Baby Syndrome

2955 Harrison Blvd, #102

Ogden, UT 84403

(888) 273-0071

<http://www.dontshake.com/>

#### Shaken Baby Alliance

4516 Boat Club Rd., Suite 114

Ft. Worth, TX 76135

(877) 6-END-SBS

<http://www.shakenbaby.org/>

#### TRUSTLINE

California's Background Check for

In-Home Childcare

1 (800) 822-8490



STATE OF CALIFORNIA

HEALTH AND HUMAN SERVICES AGENCY

DEPARTMENT OF SOCIAL SERVICES

PUB 271 (3/11)



## Never Ever Shake a Baby

Understanding and preventing  
head and brain trauma  
in infants  
and young children.



Office of Child Abuse Prevention

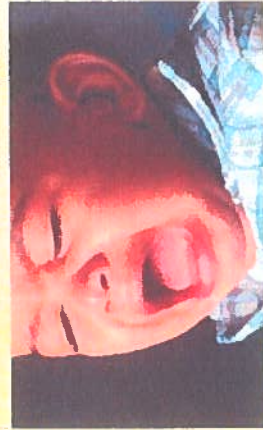
## Dangers of Shaking a Baby

Infants and young children up to age five are susceptible to head trauma because their neck muscles are weak and cannot always support the size of their heads. Sudden shaking motion causes trauma to a baby's fragile brain and may cause death, paralysis, cerebral palsy, seizures, blindness, mental retardation, dyslexia, attention deficit disorder, and/or severe motor dysfunction.

### Signs That a Baby May Have Been Shaken:

- Extreme irritability
- Rigidity
- Seizures
- Lethargy
- Vomiting
- Coma
- Difficulty breathing
- Dilated pupils
- Blood spot in eyes

Seek proper medical care immediately if you suspect your child has been shaken. Prompt medical attention may save your child's life.



## Ways to Calm a Baby

Non-stop crying is the most common reason that someone may shake an infant. It is normal for a baby to cry. Babies just cry a lot and knowing that makes it easier to follow some simple tips:

- First make sure the baby's diaper is fine, the baby is not hungry, or too warm or too cold.
- Wrap baby with arms down in a light, snugly blanket and swaddle the baby.
- Hold your baby's bare skin against your own.
- Make a shushing sound louder than the baby's crying.
- Rock or walk the baby because babies love motion like rocking chairs and walking. Babies love tiny, jiggle movements.
- Encourage your baby to breastfeed or suck a pacifier.
- Call your doctor for guidance.



## How to Avoid Frustration of Caring For Crying Baby

- Gently place the baby in a safe place, such as the crib, on his or her back and leave the room.
- Calm down, relax, breathe deeply, count to 10, then 20 or 30, before returning to the room.
- Ask a responsible friend or relative to take over for awhile.
- Find a way to relax, listen to soft music, or lie down.
- Call national 24-hour hotline for support 1-866-243-BABY (2229).

