



Welcome

Stanislaus County Office of Education Child & Family Services welcomes your family to our Family Child Care Education Network/ Early Head Start Partnership Program



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Board Approved

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Program Design

Child & Family Services Mission Statement:

Together, we commit to excellence in child development programs to enhance the quality of life in our diverse communities

Stanislaus County Office of Education

Open Monday-Friday 8:00-4:30pm

(209) 238-6300

1325 H Street

Modesto, Ca 95354



Service Areas:

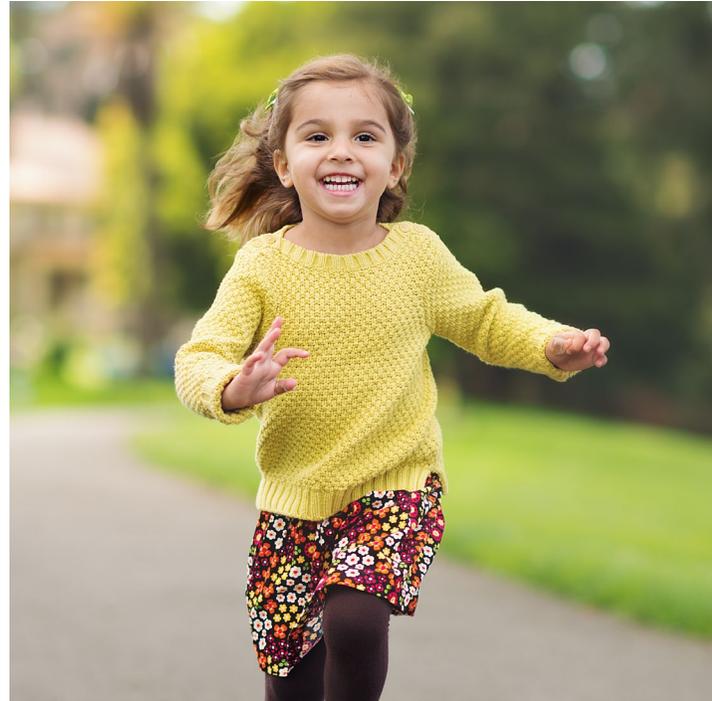
- Turlock
- Patterson
- Riverbank
- Newman

Design:

The Stanislaus County Office of Education (SCOE), Family Child Care Home Education Network (FCCHEN) is funded by the California Department of Education (CDE), Early Learning and Care Division (ELCD) under the General Child Care contract. The FCCHEN is a school readiness alternative to center-based care. The program is designed to provide child care, comprehensive services and subsidies to eligible families who have a need for child care and development services. The program focuses on serving children from six (6) weeks through five (5) years of age; however, children may be served through age twelve (12).

In addition, SCOE was awarded the Early Head Start Child Care Partnership (EHS CCP) grant to increase quality within existing regulated family child care homes by partnering with FCCHEN to provide comprehensive services for some of the children. The EHS CCP focuses on serving children from six (6) weeks through three (3) years of age. Children must be enrolled prior to their third (3rd) birthday and once determined eligible, may be served up to their fourth (4th) birthday. Note: Attachment B outlines the additional services and requirements for EHS CCP.

Since these programs are dependent upon funding, services are only available if the continued funding exists. SCOE adheres to all CDE and EHS CCP regulations governing the programs.



Equal Access/Non-Discrimination Statement:

No person will be subjected to discrimination, or any other form of illegal bias, including harassment. We give equal access to services without regard to sex, sexual orientation, gender, gender identification, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

Philosophy Statement:

The staff of SCOE is committed to providing a high-quality child care program that supports and extends the family dynamic. In this program staff, providers and parents are partners working together to provide a warm, loving, safe and healthy environment to enable children to develop to their fullest potential.

We Believe:

- That the years of early childhood are the most important years developmentally in the lives of all persons.
- That parents are the primary caregivers and educators of their children.
- That each family's cultural beliefs should be respected and supported as a means to best meet the family's needs.
- That optimal growth is accomplished by engaging children in appropriate activities that affirm their cultural heritage and promote their cognitive, social, emotional, language, and physical development.
- That the life and healthy development of each individual is important to society.
- That all children be afforded quality learning opportunities regardless of physical or cognitive abilities.
- That the contributions of healthy families hold the potential to affect positive change in our society.



Because of these beliefs, we are committed to protect and improve the quality of care, education and services we provide to our children and families.

School Readiness Goals



PROGRAM GOALS

SCOE purposefully acts to provide children and families with quality services. SCOE has developed the following goals that reflect the most important aspects of our FCCHEN/EHS CCP program and the objectives that support the outcomes of those goals.

Goal 1: Provide quality educational and child care services to enrolled children and families.

Goal 2: Encourage and support parental understanding of and involvement in their child's program activities.

Goal 3: Provide qualified program/center staff and Family Child Care Home providers.

Goal 4: Build effective community partnerships.

Goal 5: Ensure sub-contracted agencies provide quality programs.

Goal 6: Implement an effective annual Program Self-Evaluation process.



CONFIDENTIALITY OF SERVICE

The use or disclosure of any information maintained in the basic data file concerning children and their families is limited to purposes directly connected with the administration of the FCCHEN Program. No other use of the information will be made without prior written consent or through a subpoena. Parents shall have access to information in their basic data file within a reasonable time after the FCCHEN Program receives a written request.

The FCCHEN Program reserves the right to make unannounced visits to the family and providers home.

CODE OF ETHICAL CONDUCT

In order to ensure that this Code of Ethical Conduct permeates throughout the organization as well as the communities we serve, providers should recognize that we must treat those to whom we have obligations in an ethical manner. Thus, program staff and providers make the following commitments:

- To be honest and just, providing a safe and healthy environment, and respecting the dignity due to everyone.
- To provide quality services and treating each one in an equitable manner
- To prepare children for success in school and helping families become self-reliant.
- To pursue sound business practices and exercising prudence in the use of our resources (both monetary and human).

DRUG, ALCOHOL AND WEAPON POLICY

A FCCHEN parent violating this policy may be prohibited from being present at the facility and disenrolled from the program.



Program Quality Services

EDUCATION PROGRAM

To ensure the appropriateness of the education program, a Provider, Child Care Specialist (CCS) and Parent work collaboratively to conduct a written assessment using the Desired Results Developmental Profile (DRDP) tool with all enrolled children to determine their current skill level in a variety of developmental areas; i.e. cognitive, language, social, emotional, and physical.



The assessment is completed within sixty (60) days of enrollment and then every six months thereafter as required to track children's developmental progress. Staff or Provider conducting the DRDP speaks the language of the children being assessed and is supportive of cultural differences. If a child has exceptional needs, the developmental profile shall be completed with any necessary accommodations and adaptations.

When a preschool-age child will be transferring to a local public school, the CCS shall provide the parent or guardian with information from the previous year deemed beneficial to the child and the public school teacher, including, but not limited to, development issues, social interaction abilities, health background, and diagnostic assessments if any. The FCCHEN program may, with permission of the parent or guardian, transfer this information to the child's elementary school.

DRDP results and observations are used to help the CCS, parent and provider develop appropriate goals and activities for each child and children as a small group. The Activity Plan and the Child School Readiness Plan outlines activities that support children's growth in each developmental domain i.e. cognitive, social, emotional, and physical and language.

FCCHEN providers are responsive to the individual needs of children, especially infants and toddlers for whom stable and consistent routines are crucial. Providers plan for child-initiated/free choice activities both indoors and outdoors throughout the day. A balance of quiet and active play is provided through art, math, science, music, manipulative and language activities etc.

Activities support the developmental, cultural and linguistic needs of the children as most providers speak the primary language of the children served. Providers are accepting and responsive to the needs of children with special needs. Activity plans for children having special needs reflect goals and activities as outlined in their IFSP/IEP. General activities are adapted whenever possible to include children with special needs.

The program encourages respect for the feelings and rights of others. The program supports children's social and emotional development by building trust, planning routines and transitions so they can occur in a timely, predictable, and unhurried manner, and helping children develop emotional security.

FCCHEN provides for the development of each child's cognitive and language skills by:

- Using various strategies, including experimentation, inquiry, observation, play, and exploration
- Ensuring opportunities for creative self-expression through activities such as art, music, movement, and dialogue
- Promoting interaction and language use among children and between children and adults
- Supporting emerging literacy and numeracy development
- The program promotes each child's physical development by providing sufficient time, indoor and outdoor space, equipment, materials, and guidelines for active play and movement. The program promotes and maintains practices that are healthy and safe.



PARENT INVOLVEMENT & EDUCATION

Communication

Parents should check with their child's provider daily regarding information and notices from SCOE program staff. Parents are encouraged to contact SCOE staff with questions or concerns they may have regarding the program. SCOE has an open door policy that encourages parents to participate in program activities whenever possible.

Parent Meetings

Parents are encouraged to attend the parent orientation that includes topics such as program philosophy, program goals and objectives, program activities, eligibility criteria and priorities for enrollment, fee requirements and due process procedures.

Parents are also encouraged to participate on the Parent Advisory Committee (PAC). The PAC assists with overall planning, acting as a channel for program concerns and suggestions, and benefits and needs of the program in the general community.

Parent Conferences

Providers along with program staff initiate two (2) parent conferences each year. The purpose of the conference is to develop relationships with the parent. We review your child's progress, set learning goals, and address topics such as health, safety, nutrition, mental health and education. Conferences will be scheduled at the parent's convenience. Parent conferences are a required part of this program and it is important for parents to keep their conference appointments.

Child Education

Parents are encouraged to participate in the observation process by completing monthly Desired Results Developmental Profile parent observation records and returning them to their child's provider. Observations are used to determine each child's skill level in a variety of developmental areas. The results are used for individual goal and activity planning.



HEALTH AND SOCIAL SERVICE

The Family Needs Request and Referral, and Ages & Stages Questionnaire assessment tools will be used to identify the needs of the child and the family for health and/or social services. The FES will work with the family to make referrals to appropriate agencies throughout the community and will follow up with the family to ensure services were provided and their needs met.

NUTRITION

FCCHEN Providers participate in a state subsidized food program that ensures menus and provided meal services are monitored and support children's nutritional needs and cultural preferences. The Child Care Food Program ensures no child is discriminated against regarding meal service and is available to all eligible children.



Children are not forced to eat food items they may not like, but providers encourage the trying of new or different foods. **Providers must be informed of any food allergies.**

Every infant taking a bottle will be held by their provider during feedings. At no time will infants be left with a propped-up bottle, allowed to walk carrying a bottle, or put down in a crib with a bottle.

ENVIRONMENT

The Thelma Harms Family Child Care Environment Rating Scale (ERS) will be completed annually by SCOE with each FCCHEN provider. The provider shall achieve a minimum average score of "Good" on each subscale.

In addition to the ERS, the Health & Safety Checklist and Child Supervision Plans must be completed annually.

PROGRAM SELF-EVALUATION

An assessment of the program by parents using the Desired Results Parent Survey will be conducted each year. Goals and a list of tasks needed to modify or improve the program will be developed each year based on the results of the parent survey, DRDP's and composite of provider environment rating scale results.



Parent Participation Requirements

WAITING LIST

The program has limited openings for eligible families. The first step to access services in FCCHEN is to be placed on our waiting list. Children with disabilities are encouraged to apply.

3 Ways to Apply



Online:
findchildcarestanislaus.org/step1enrollment



Call: (209) 238-6400



1325 H Street Modesto, Ca

PRIORITIES OF ADMISSION

When vacancies occur, applicants will be contacted in order of priority from the StanWait waiting list. Children will be admitted to the program in accordance with the admission priorities set by the State of California or funding source. When an opening is available, we access the waiting list and contact families based on the following program admission priorities:

- **First:** Child protective services, or at-risk of abuse, neglect or exploitation
- **Second:** Admission priority based on adjusted gross monthly income & family size.

When multiple families are within the same ranking:

1. Child with exceptional needs within the same ranking is admitted first
2. Entry with the oldest application date is admitted second

Note: If it is necessary to displace families from the FCCHEN, families will be displaced in reverse order of admission priorities.

Child Care and Development Income Rankings - Effective July 2019

Rank	Family Size 1	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8	Family Size 9	Family Size 10
1	\$ 63	\$ 68	\$ 79	\$ 92	\$ 104	\$ 107	\$ 109	\$ 111	\$ 114
2	\$ 126	\$ 137	\$ 158	\$ 183	\$ 209	\$ 213	\$ 218	\$ 223	\$ 228
3	\$ 189	\$ 205	\$ 237	\$ 275	\$ 313	\$ 327	\$ 327	\$ 334	\$ 341
4	\$ 251	\$ 273	\$ 316	\$ 367	\$ 417	\$ 427	\$ 436	\$ 446	\$ 455
5	\$ 314	\$ 341	\$ 395	\$ 458	\$ 521	\$ 534	\$ 545	\$ 557	\$ 569
6	\$ 377	\$ 410	\$ 474	\$ 556	\$ 626	\$ 640	\$ 654	\$ 669	\$ 683
7	\$ 440	\$ 478	\$ 553	\$ 642	\$ 730	\$ 747	\$ 764	\$ 780	\$ 797
8	\$ 503	\$ 546	\$ 632	\$ 734	\$ 835	\$ 854	\$ 873	\$ 892	\$ 911
9	\$ 566	\$ 614	\$ 711	\$ 825	\$ 939	\$ 960	\$ 982	\$ 1,003	\$ 1,024
10	\$ 629	\$ 683	\$ 790	\$ 917	\$ 1,043	\$ 1,067	\$ 1,091	\$ 1,114	\$ 1,138
11	\$ 691	\$ 751	\$ 866	\$ 1,009	\$ 1,148	\$ 1,174	\$ 1,200	\$ 1,226	\$ 1,252
12	\$ 754	\$ 819	\$ 943	\$ 1,100	\$ 1,252	\$ 1,280	\$ 1,309	\$ 1,337	\$ 1,366
13	\$ 817	\$ 887	\$ 1,028	\$ 1,192	\$ 1,356	\$ 1,387	\$ 1,418	\$ 1,449	\$ 1,480
14	\$ 880	\$ 956	\$ 1,107	\$ 1,284	\$ 1,461	\$ 1,494	\$ 1,527	\$ 1,560	\$ 1,593
15	\$ 943	\$ 1,024	\$ 1,186	\$ 1,375	\$ 1,565	\$ 1,601	\$ 1,636	\$ 1,672	\$ 1,707
16	\$ 1,006	\$ 1,092	\$ 1,265	\$ 1,467	\$ 1,669	\$ 1,707	\$ 1,745	\$ 1,783	\$ 1,821
17	\$ 1,069	\$ 1,160	\$ 1,344	\$ 1,559	\$ 1,774	\$ 1,814	\$ 1,854	\$ 1,895	\$ 1,935
18	\$ 1,132	\$ 1,229	\$ 1,423	\$ 1,650	\$ 1,878	\$ 1,921	\$ 1,963	\$ 2,006	\$ 2,049
19	\$ 1,194	\$ 1,297	\$ 1,502	\$ 1,742	\$ 1,983	\$ 2,027	\$ 2,072	\$ 2,118	\$ 2,163
20	\$ 1,257	\$ 1,365	\$ 1,581	\$ 1,834	\$ 2,087	\$ 2,134	\$ 2,182	\$ 2,229	\$ 2,276

SAMPLE. This is not the entire Admission Priority Chart



ENROLLMENT PROCESS

Families screened & selected for potential enrollment from the waiting list will be asked to complete the orientation process, and submit documentation to verify eligibility/need for services. The steps are as follows:

Step 1: Learn How to Apply

Print or pick-up an enrollment packet.
If printing, ask a staff member which packet you need.

- Packet Pick-Up Locations
locations »
- Extended-Day Center
download enrollment packet »
- Full-Day Center
- Alternative Payment Program
download enrollment packet »
- Family Child Care Education Network
download enrollment packet »

Watch How to Apply Video
In this video we go step by step through the documents needed to verify your eligibility for enrollment.

How to Apply: Family Child Care Home Education Network
Early Head Start Child Care Partnership - General Child Care

Enrollment Packet: Print or Pickup

Watch How to Apply Video: Online or In-Person

For all programs except extended-day...
parents must have a verified need for services. In addition to the enrollment packet, complete the appropriate need form:

- Employment Verification form »
- Request To Seek Employment form »
- Request to Seek Permanent Housing form »
- Self-Employment Verification form »
- Statement of Incapacity form »
- Training Verification form »

Need Forms (Full-Day Programs Only): Print or Pickup

Step 2: Complete Documentation

Complete forms, gather documents listed on the checklist (instructions are in the packet)

Schedule an appointment with Family Eligibility Specialist by calling (209) 238-6300 once your documentation is complete.

Note: If you do not contact us within 2 weeks of being screened from the waiting list, you will not be eligible to apply for this enrollment period.

Step 3: Verify Eligibility

Attend in-person appointment at the Tom Changnon Education Center located at 1325 H Street Modesto, Ca 95354.

Please note that you will be turned away if your packet/information is not complete at the time of your appointment.

Complete Steps 1 & 2 Online or In-Person:
Online at findchildcarestanislaus.org at our central office located at 1325 H Street Modesto, Ca

Enrollment into our program is determined by specific family eligibility and need criteria. In addition, a child's parent must live in California. Family's complete a certification process at initial enrollment and must recertify their eligibility every 12 months thereafter, **with the exception of:**

- Families who are certified as income eligible & during their certification period, their income exceeds the maximum income threshold, which is 85% of the state median income
- Families who do not follow agency policy (Attendance policy, delinquent fees, etc.....)

Certification/Recertification of Eligibility:

12-month eligibility starts on the date a family is certified/approved to receive services.

Families will be notified 2 weeks in advance of what is required to recertify and will be required to bring in documentation after the 12 month eligibility period has expired.

A family will be disenrolled if the recertification process is not completed within the designated 30 day recertification period.

FAMILY DATA FILE:

A family data file is maintained for each family receiving services. When a child's residence alternates between the homes of separated or divorced parents, eligibility must be determined separately for each household in which the child is residing during the time services are needed.

Proof of Residency:

Determination of eligibility for services shall be **without regard** to the immigration status of the child or the child's parent.

- Must live in California
- Any evidence of a street address or post office address in California, including the 4 digit zip code extension
- Homeless may submit declaration of intent to live in California

Exceptional Needs Child:

If your child has exceptional needs, the file must contain the following documentation in order for us to best serve your child:

- Individual Education Plan or Infant & Family Service Plan



Health & Emergency Information:

Participants must provide child health & current emergency information, along with current immunization records for enrolled children

Court Order:

If there is a court order that impacts child care services, include in the family data file

Proof of Family Size:

Biological/Adoptive Parent: “Family” shall be considered the parents & the children for whom the parents are responsible, who comprise the household in which the child receiving services is living.

Guardian/Foster Parent: “Family” shall be considered the child & related siblings.

Participants must provide the names of the adults & the names, gender & birthdates of the children identified in the family.

At least one document for **ALL** children counted in the family size must be on file & indicate the relationship of the child to the parent.

- Birth Certificate
- Child Custody Court order
- Adoption documents
- Foster Care placement records
- School or Medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent



Eligibility Criteria:

Eligibility is based on either child or family eligibility. Participants must provide documentation of eligibility in **1** or more of these categories:

Child Eligibility

- Child protective services (Referral letter from CPS unit)
- At-risk of abuse, neglect or exploitation (Referral letter from legally qualified professional)

Family Eligibility

- Homeless (Referral Letter or Self-Declaration)
- Current aid recipient (Proof of current aid)
- Income eligible (Documentation of all income)
 - **Predictable Income:** Full month of current & ongoing gross income
 - **Unpredictable Income:** Gross income for the preceding 3 to 12 consecutive months
 - **Guardian/Foster:** Full month of current income received for the child



Maximum income threshold for income eligibility

Family Size	Gross Monthly Income
1-2	5,343
3	5,802
4	6,719
5	7,794
6	8,869
7	9,070
8	9,272
9	9,473
10	9,675
11	9,876
12	10,078

Participant must notify our agency **within 30 days** if their gross monthly income at anytime during their certification period exceeds the maximum income threshold for ongoing eligibility.

COUNTABLE/NON-COUNTABLE INCOME REFERENCE SHEET

Countable Income is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.

1. Gross wages, salary, advances, commissions, overtime, tips, bonuses, gambling or lottery winnings
2. Wages for migrant, agricultural, or seasonal work
3. Public cash assistance (CalWORKs or TANF)
4. Gross income from self-employment less business expenses with the exception of wage draws
5. Disability or unemployment compensation
6. Worker's compensation
7. Foster grants, payments or clothing allowance for children placed through child welfare services
8. Spousal support and/or child support from the former spouse or absent parent, or (documented) financial assistance for housing costs, car payments paid as part of or in addition to spousal or child support
9. Survivor (i.e. SSA) and retirement benefits
10. Rent for room within the family's residence
11. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties
12. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent
13. Veteran's pension
14. Pension or annuities
15. Inheritance
16. Allowances for housing or automobiles provided as part of compensation
17. Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies
18. Insurance or court settlements for lost wages and/or punitive damages
19. Net proceeds from the sale of real property, stocks or inherited property
20. Other enterprise for gain (Rent for room within family's residence)

Non-Countable Income is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.

1. Earnings of child under eighteen (18) years
2. Loans
3. Grants or scholarships to students for educational purposes other than any portion used for living costs
4. Food stamps or other food assistance
5. Earned Income Tax Credit or tax refund
6. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay
7. Adoption assistance payments received pursuant to Welfare and Institution Code section 16115 et. seq.
8. Non-cash assistance or gifts
9. Insurance or court settlements for pain and suffering
10. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging
11. Business expenses for self-employed family members
12. Non-cash or in-kind assistance
13. All income of any individual counted in the family size who is collecting federal supplemental security income benefits (SSI) or state supplemental program benefits (SSP)
14. Adoption assistance payments received pursuant to Welfare and Institutions Code section 16115 et seq.
15. Disaster relief grants or payments, except any portion for rental assistance or unemployment
16. When there is no cash value to the employee, portion of medical and/or dental insurance documented as paid by the employer
17. Spousal support and/or child support **paid to** a former spouse or absent parent or documented financial assistance for housing costs, car payments, health insurance etc....
18. Federal Government stimulus income

Need for Services:

In addition to meeting the eligibility criteria all Parent's must meet at least 1 need criteria.

Note: Family's whose eligibility criteria is CPS or At Risk are not required to meet a need criteria.

Based on the need criteria, **see the applicable Need Form for further guidance** on what documentation is required:

- Employment Verification
- Declaration of Self-Employment
- Request & Plan to Seek Employment (Max 5 days per week, for less than 30 hours per week)
- Training Verification (Training leading to a vocational goal & must make adequate progress. In addition, services are limited for up to 6 years from the date participant starts classes **or** until participant reaches 24 units after the attainment of a bachelors degree)
- Educational Program Verification (English Language Learner, High School Diploma or High School Equivalency Certificate)
- Request & Plan to Seeking Permanent Housing (Max 5 days per week, for less than 30 hours per week)
- Homelessness Referral Letter
- Statement of Parental Incapacity (Max of 50 hours per week)

DETERMINING A CHILD'S CERTIFIED SCHEDULE:

Services are only available if:

- Parent meets a need criteria that precludes the provision of care & supervision of their child for some of the day
- No parent in family capable of providing care during time care is requested
- Child is not in school, a public school is not available, or with another person or entity.
- 2 parent family – Care is approved for overlapping time, when neither parent is available to care for the child

Services will be approved based on verified need documentation and/or the program limitations, whichever is less.

- A predictable schedule includes parents with either a Set or Variable schedule with a pattern.
- A variable/unpredictable schedule will be based on the maximum number of hours of need based on the week with the greatest number of hours within the **preceding 4 weeks**.

Travel time only applies to parents who are working or in school. Any travel time beyond 30 minutes before and after, must be requested in writing. To determine the maximum authorized drive time, divide the work or school hours day by 2. Travel time can not be more than 4 hours/day (2 hours each way), and, not more than the time from the child's care site to work or school and back.



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ministrators. Lists of companies that
ators.

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training and certifications to get a job as a Software Quality
Assurance Engineer. How to find a job as a Software Quality

Patience, endurance, and
machines function will b
programming. These tec

Need Forms: Print online at findchildcarestanislaus.org/cfsforms or pick-up at our office located at 1325 H Street in Modesto

Sleep time is available for parents who work graveyard shifts. The allowed sleep time can be equal to the authorized work and travel time between 10 PM and 6 AM. Please note that sleep time is not automatic and must be requested in writing.

RIGHT TO VOLUNTARILY REPORT CHANGES:

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

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

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



REQUEST TO CHANGE SERVICES				
<p>This form is used for the purpose of voluntarily reporting changes during a family's certification period.</p> <p>Note: Upon receipt of this form & documentation to support the requested change, our office will issue a Notice of Action indicating the outcome of your request. Child care services used prior to receiving approval shall be considered the parents responsibility. No other changes will be made to your service agreement, other than the requested change(s).</p>				
REQUEST TO CHANGE SERVICES				
I am voluntarily reporting changes in order to:				
<input type="checkbox"/> Reduce my family fees <input type="checkbox"/> Discontinue services <input type="checkbox"/> Temporarily not use services for the period of _____ to _____. I understand & have informed my provider that she/he will not be reimbursed during this time period (Alternative Payment Programs Only) <input type="checkbox"/> Extend my period of eligibility before recertification. <input type="checkbox"/> Change my service schedule (days, hours of service and/or provider) as follows:				
Effective Date:				
Child Name	Non School Days Requested Days & Hours	School Days Requested Days & Hours	Provider	Varied or Set Schedule
REASON FOR REQUEST & SUPPORTING DOCUMENTATION				
Change in Income Gross income documentation (all sources): <ul style="list-style-type: none"> ▪ Predictable Income: Month preceding ▪ Unpredictable Income: Preceding 3 to 12 months ▪ Seasonal, agricultural, bonuses or commission income: Preceding 12 months Employment Income Verification Release 		Change in Family Size <input type="checkbox"/> Increase in family size: Documentation connecting the parent to the new child, such as a birth certificate <input type="checkbox"/> Decrease in family size: In writing, indicate the individuals first & last name, along with reason-		
Change in Need <input type="checkbox"/> Employment Verification <input type="checkbox"/> Training Verification, including Class Schedule <input type="checkbox"/> Request to Actively Seek Employment <input type="checkbox"/> Statement of Incapacity <input type="checkbox"/> Request to Seek Permanent Housing <input type="checkbox"/> Homeless		Child Started/Changed School Indicate the child(ren) name, school name & school hours :		
Extend Eligibility Request a recertification packet from your Enrollment Specialist.		Self-Terminate Services Indicate the name(s) of child (ren) that no longer need services, reason for disenrollment and the last day of care. I am disenrolling my child (ren): _____ For the following reason: _____ The last date my child (ren) will use care will be: _____		
My signature below, acknowledges my right to voluntarily report the change(s) listed above & that I understand I have the right to continue bringing my child to care based on the original certified service level. I swear under penalty of perjury, to the best of my knowledge, that the above information is true & correct.				
Parent Printed Name		Signature		Date

After receipt of this form & documentation to support the requested change, our office will issue a Notice of Action within 10 business days indicating the outcome of your request.

No other changes will be made to your service agreement, other than the requested change(s).

Please notify your Family Eligibility Specialist in writing if your address or telephone number changes at anytime to ensure we are able to contact you

Request to Change Services Form:

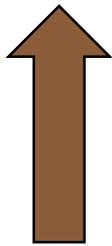
Print online at findchildcarestanislaus.org/cfsforms or pick-up at our office located at 1325 H Street in Modesto

Family Fees

Some families enrolled in the program may have a family fee based on their gross monthly income, family size and certified hours of care. You will be notified by your Enrollment Specialist if and when you are responsible for paying a family fee.

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

Family fees are determined using the California Department of Education family fee chart.



Family Monthly Fee Schedule								
California Department of Education – Effective: July 1, 2019								
Monthly Fee		Family Size						
Part-Time	Full-Time	1 - 2	3	4	5	6	7	8 +
\$31	\$61	2,452	2,662	3,083	3,576	4,069	4,162	4,254
\$38	\$75	2,514	2,730	3,162	3,668	4,174	4,268	4,363
\$45	\$90	2,577	2,799	3,241	3,759	4,278	4,375	4,472
\$53	\$106	2,640	2,867	3,320	3,851	4,382	4,482	4,581
\$68	\$135	2,703	2,935	3,399	3,943	4,487	4,588	4,690
\$76	\$152	2,766	3,003	3,478	4,034	4,591	4,695	4,799
\$85	\$170	2,829	3,072	3,557	4,126	4,695	4,802	4,908
\$94	\$188	2,892	3,140	3,636	4,218	4,800	4,908	5,018
\$104	\$207	2,955	3,208	3,715	4,309	4,904	5,015	5,127
\$113	\$226	3,017	3,276	3,794	4,401	5,008	5,122	5,236
\$123	\$246	3,080	3,345	3,873	4,493	5,113	5,229	5,345
\$134	\$267	3,143	3,413	3,952	4,584	5,217	5,335	5,454
\$145	\$289	3,206	3,481	4,031	4,676	5,321	5,442	5,563
\$156	\$311	3,269	3,550	4,110	4,768	5,426	5,549	5,672
\$159	\$317	3,332	3,618	4,189	4,859	5,530	5,655	5,781
\$161	\$322	3,395	3,686	4,268	4,951	5,635	5,762	5,890
\$164	\$328	3,457	3,754	4,347	5,043	5,739	5,869	5,999
\$167	\$334	3,520	3,823	4,426	5,135	5,843	5,976	6,108
\$178	\$355	3,583	3,891	4,505	5,226	5,948	6,082	6,217
\$181	\$361	3,646	3,959	4,584	5,318	6,052	6,189	6,326
\$184	\$367	3,709	4,027	4,663	5,410	6,156	6,296	6,436
\$187	\$373	3,772	4,096	4,743	5,501	6,261	6,402	6,545
\$190	\$380	3,835	4,164	4,822	5,593	6,365	6,509	6,654
\$193	\$386	3,897	4,232	4,901	5,685	6,469	6,616	6,763
\$196	\$392	3,960	4,300	4,980	5,776	6,574	6,722	6,872
\$199	\$398	4,023	4,369	5,059	5,868	6,678	6,829	6,981
\$203	\$405	4,086	4,437	5,138	5,960	6,782	6,936	7,090
\$206	\$411	4,149	4,505	5,217	6,051	6,887	7,043	7,199
\$209	\$417	4,212	4,573	5,296	6,143	6,991	7,149	7,308
\$212	\$423	4,275	4,642	5,375	6,235	7,095	7,256	7,417
\$215	\$429	4,337	4,710	5,454	6,326	7,200	7,363	7,526
\$218	\$436	4,400	4,778	5,533	6,418	7,304	7,469	7,635
\$221	\$442	4,463	4,846	5,612	6,510	7,408	7,576	7,745
\$227	\$454	4,589	4,983	5,770	6,693	7,617	7,790	7,963
\$234	\$467	4,715	5,120	5,928	6,877	7,826	8,003	8,181
\$240	\$479	4,840	5,256	6,086	7,060	8,034	8,216	8,399
\$246	\$492	4,966	5,393	6,244	7,243	8,243	8,430	8,617
\$252	\$504	5,092	5,529	6,402	7,427	8,452	8,643	8,835
\$259	\$517	5,218	5,666	6,560	7,610	8,660	8,857	9,053
\$265	\$529	5,343	5,802	6,719	7,794	8,869	9,070	9,272

Exemptions:

The following are exemptions to the fee schedule

- No fee for families receiving CalWORKs cash aid
- At-risk children & CPS children may be exempt from paying fees for up to 12 months if the referral determines the fee waiver to be necessary

WHEN FAMILY FEES ARE ASSESSED:

Family fees are only assessed at:

- **Initial Certification**
- **Recertification**
- **Voluntarily request** to have fees re-assessed
 - Decrease: Effective on the first day of the month that follows the issue date of the NOA
 - Increase: No increase during 12-month certification



FAMILY FEE ASSESSMENT:

Full-time monthly fee is applicable when services are approved for 130 hours or more per month

Part-time monthly fee is applicable when services are approved for less than 130 hours per month

Predictable schedules - The total monthly certified hours of care are used to determine if the family will have a full-time or part-time fee.

Unpredictable schedules - The average hours of a participant's verified work schedule for the 4 months immediately preceding the certification are used to determine if the family will have a full-time or part-time fee.

No work history – The verified hours the participant is expected to work will be used to determine if the family will have a full-time or part-time fee.



WHEN BOTH FULL & PART TIME FEES ARE ASSESSED:

When a family's child is assigned both a School & Vacation schedule, families will be assessed both a flat monthly part & full time fee. If applicable, the months part-time & full-time fees will apply will be indicated within the family fee note section of the Application for Services (Form EESD 9600).

When center is not open for an entire month that results in services being available for less than 130 hours, families shall be assessed both a flat monthly full-time & part-time fee. Indicate within the family fee note section of form EESD 9600 the months part-time & full-time fees will apply



Under no circumstance
will monthly fees be recalculated based on the child's actual attendance

CREDIT FOR FEES PAID:

If our agency cannot meet all of a family's needs for child care, we can grant a fee credit equal to the amount paid to your other provider who is providing child care & development services.

- Copies of receipts or cancelled checks must be submitted in order to receive a credit for fees paid to another provider
- We will apply the fee credit to the family's subsequent billing period (Example: Submit receipt for May & a credit for June will be applied)
- We do not allow carry over of any fee credits beyond the subsequent billing period



PAYMENT PROCESS:

Family fees are **due in advance** of providing services

Fees are considered **delinquent after 7 calendar days** from the date the fees were due

Family fees may be paid online at stancoe.org/division/child-family-services/pay-family-fee or by bringing a check or money order to our office located at 1325 H Street Modesto, CA (**Note:** Cash is not accepted)

If paid online, a receipt of payment will be automatically emailed to the payee. If paid in person or my mail, a receipt of payment will be mailed to the participant.



DELINQUENT FAMILY FEE PROCESS:

Fees are considered **delinquent after 7 calendar days** from the date the fees were due. Upon disenrollment for nonpayment of delinquent fees, the family is ineligible for future child care services until all fees are paid.

First Delinquent Fee: If delinquent fees are paid by the effective date, the disenrollment of services will be rescinded. If the fees are unpaid, services will be discontinued.

Second Delinquent Fee: If fees are delinquent a second time, the parent will be required to attend a meeting with their Family Eligibility Specialist to review the family fee policy and must pay delinquent fees by the effective date of the disenrollment to be rescinded. If the fees are unpaid and parent does not attend a meeting, services will be discontinued.

Third Delinquent Fee: If fees are delinquent a third time, the disenrollment of services will stand. If the parent/guardian disagrees with the agencies action, they may appeal the action to end services.

We can accept a **REASONABLE REPAYMENT PLAN** from the participant for payment of delinquent fees.

We will continue to provide services to the child, provided the participant pays current fees when due & complies with the provisions of the repayment plan.

Provider Participation

PARENTAL CHOICE

It is the parent's right and responsibility to choose the child care provider most appropriate for their needs from the contracted FCCHEN providers. This program will provide reimbursement for child care that is provided by SCOE FCCHEN only. If you need assistance in choosing a child care provider within FCCHEN, contact a SCOE, FCCHEN staff person at (209) 238-6300.

Child care is a contract between the parent and provider. Any disputes arising or liability resulting from the parent-provider contract shall not involve SCOE in any way. The FCCHEN program assumes no responsibility for injury or damages arising from the parent or child care provider's performance. The parent and provider agree to hold harmless SCOE and the FCCHEN program and its employees, from costs, lawsuits, or liabilities arising from child care services.

Suspected Child Abuse:

Our staff are mandated reporters. The safety and well being of your child always comes first. State law requires that staff report known or suspected instances of a child abuse to Child Protective Services or to local police officials. This abuse includes physical abuse, sexual abuse, emotional abuse or neglect.

If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your Family Eligibility Specialist.

There are resources available to help you, at no charge



PROVIDER PARTICIPATION REQUIREMENTS

Providers requesting to be considered to be part of the network will be placed on the FCCHEN provider waiting list. As provider openings occur, providers will be contacted in request date order.

Provider shall be an independent contractor. Provider understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of SCOE, and are not entitled to benefits of any kind or nature normally provided to employees of SCOE and/or to which SCOE employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Provider assumes the full responsibility of the acts and/or omissions of his/her employees or agents as they relate to the services to be provided. Provider shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to the Provider's employees.

All providers interested in participating must meet the following requirements and submit all requested documents to SCOE, FCCHEN Program:

1. The provider agrees to remain in compliance with applicable state licensing regulations.
2. The provider must follow FCCHEN Funding Terms and Conditions and Title 22 Regulations.
3. Verification that the child care provider does not provide religious instruction or allow worship in its child development program must be posted.
4. Permanently post, in a prominent location, information about the registered sex offender database that is available on the Megan's Law Web site, <http://www.meganslaw.ca.gov> and give families licensing form 995 or 995A, Notification of Parent's Rights provided by the State Department of Social Services.
5. The provider submits his/her current fee schedule, policies and a copy of the agreement between the provider and the parent.
6. The provider submits a copy of tax identification, copy of photo identification, W-9, Program Handbook Acknowledgement of Receipt of Written Policies form, and Agreement for Services.
7. Provider submits copy of current child care license. Provider must immediately report any licensing citations or violations to FCCHEN staff.
8. Provider submits copy of current tuberculosis clearance (every 4 years), and pediatric CPR/First Aid card (every 2 years).
9. Licenses are specific to a provider and home. The FCCHEN program Agreement for Child Care Services is non-transferable. A provider who moves must have a license reflecting the new address before being eligible for reimbursement. After receiving a license reflecting the new address, the family child care provider will be issued a new Certificate and Agreement for Child Care Services reflecting the current information. The FCCHEN program will not make reimbursement to providers who do not have a current license and Agreement for Child Care Services on file.
10. All providers must operate on a nondiscriminatory basis giving equal treatment and access to services without regard to sex, sexual orientation, gender, gender identification, ethnic group identification, race ancestry, national origin, religion, color, or mental or physical disability.
11. The provider must submit a copy of valid liability insurance covering their child care business (\$1 Million) with SCOE as additional insured.
12. Must achieve a minimum average score of "Good" on each Family Child Care Home Environment Rating Scale subscale.
13. Maintain child ratio schedule annually and update as changes occur. Record on form CD-3705.
14. Provider cannot require or solicit, in cash or in kind, additional payments from any families enrolled in the General Child Care FCCHEN program, except for the costs of field trips. Providers must inform families of any additional fees for field trips prior to enrolling the child. The maximum total of field trip charges per child cannot exceed \$25.00 per year.
15. Completion of the Automobile Use form. If the provider will transport FCCHEN children, then documentation as indicated on the form is needed
16. Proof of Providers Immunization Clearances as required by licensing
17. Completion of the Active Child Supervision Plan annually
18. Completion of Mandated Reporter Training annually

Note: Providers must inform the FCCHEN within two (2) days of any changes to their status.

Attendance & Reimbursements

It is the parent's right and responsibility to choose a child care provider for their eligible children. To receive reimbursement through SCOE FCCHEN for their child care and development services, the provider must agree to act in an independent contractor capacity and meet SCOE provider participation requirements.

Steps to Provider participation are as follows:

1. Parent selects a child care provider from the FCCHEN and submits a Provider Information form
2. Certificate for Child Care Services is issued to the Provider and Parent.
3. Attendance claims are mailed monthly and must be completed daily.

Note: Providers will be notified through the Notice of Communication when there is a change to the child care schedule or if the child care services are being discontinued.

REIMBURSEMENT GUIDELINES/RATES:

Adjustments Based on Eligibility	January 1st Daily Rate
Infants/Toddlers (Up to 36 months)	
Full-Time (6 hours or more)	\$41.04
Part-Time (less than 6 hours)	\$28.82
Three and Older	
Full-Time (6 hours or more)	\$35.91
Part-Time (less than 6 hours)	\$25.22
Three Years and Older - Exceptional Needs/Severely Handicap	
Full-Time (6 hours or more)	\$37.62
Part-Time (less than 6 hours)	\$26.42
Three Years of Age through Kindergarten Age - CPS, At Risk, Limited and Non-English Proficient	
Full-Time (6 hours or more)	\$36.59
Part-Time (less than 6 hours)	\$25.70

CHARGES NOT REIMBURSED BY THE PROGRAMS

- FCCHEN does not reimburse when the provider is unavailable to provide services such as when the provider is on vacation, ill, closed for holidays or if the provider elects not to provide services.
- Parents are responsible for charges incurred due to late pick-up of children.
- When parents make a change but do not provide FCCHEN two (2) weeks' notice prior to the change, FCCHEN will not be responsible for any additional reimbursement.

CO-PAYMENTS

The FCCHEN Program does not allow a provider to charge a co-payment to the family. Provider cannot require or solicit, in cash or in kind, additional payments from any families enrolled in the General Child Care FCCHEN program, except for the costs of field trips. Providers must inform families of any additional fees for field trips prior to enrolling the child. The maximum total of field trip charges per child cannot exceed \$25.00 per year.

ATTENDANCE POLICY:

Regular and consistent attendance is important and allows the family to maximize the benefits of the child's early learning and care experience.

Children are **expected to attend child care based on their certified schedule** determined at initial certification, recertification &/or when a family voluntarily requests to change their service level.

A family may be disenrolled from the program if the child has excessive absences that exceed five unexcused absences per program year, and/or is not using child care services as certified.

Parents may voluntarily request to change their child's service level (See Right to Voluntarily Report Changes).

Participants are expected to:

- **Know** their currently approved/certified days & hours of care.
- **Notify Family Eligibility Specialist** in advance if family needs to request a change in their service level during their certification period.
- **Use care that is broadly consistent** with certified days & hours of care
 - Broadly consistent attendance is defined as care that is consistent with the participants certified level of services.
 - Broadly Inconsistent would be defined as a child who is certified for part-time care and is using full-time care or a child who is certified for full-time care and is using part-time

FCCHEN staff are expected to:

- **Know** their families approved/certified days & hours of care
- **Review** attendance sheets monthly and identify children with excessive absences and/or using more or less care than certified
 - Child is certified for part-time care and is using full-time care
 - Child is certified for full-time care and is using part-time
- Communicate with parents to inquire about their child's attendance. FES must inform parent of their right to request a change in their service level during their certification period. Staff reminds parents:
 - To use care that is broadly consistent with certified days & hours of care
 - That failure to adhere to certified care may result in their disenrollment from the program
- Issues a Notice of Action to discontinue services if family continues to use care that is not broadly consistent a subsequent month.



If a child is absent for three (3) or more consecutive days of regularly scheduled care at any time during the month, the parent and provider must notify the program on the third day of absence and (on each consecutive day) until the child returns to care.

ABSENCES:

When a child is absent from regularly scheduled care at any time during the month, the parent or provider should keep record of the absence type for the purpose of verifying why attendance is not consistent with certified care. The different types of absences are as follows:

Excused Absence:

- Child out due to illness, ailment, communicable disease, injury, hospitalization or quarantine.
- Child doctor, dentist, mental health, social service, welfare, education, special education services, counseling or therapy appointment
- Parent picking child(ren) up early must give reason why. Example: Parent was off of work early.
- Parent does not work that day(s) Applies to varied schedules only.
- Court Order Visitation (Court order must be on file).
 - Example: The court stipulates an action.

- Family emergency for unplanned situations of a temporary nature that may include court appearance, death, accident, hospitalization of a family member. Emergency situations will be evaluated on a case by case basis. Family emergencies must be clearly described on the attendance claim.

Best Interest Day (Limited to 10 days between July 1st – June 30th)

When a parent feels that another activity would be better for the child(ren) to attend such as the following:

- Visiting or vacation time with family, relatives or friends (not court-ordered)
- Religious observance, holiday or ceremony
- Personal or family business
- Family moving
- Child attending a party

Gap in Service:

Parents may request a temporary gap in service for time that the child(ren) will not be in care. This reserves the family's spot on the program as long as there are no change(s) to the family's eligibility.

- Limited to twelve (12) consecutive weeks.
- Except for emergency situations, request for gap in service must be submitted through a Request to Change Services form at least two (2) weeks prior to the start date.
- Once approved, you may not resume services prior to the end-date of your gap unless you contact your eligibility specialist to request this in advance.
- Child care reimbursements will not be made for this time period and providers are not required to hold child care slots.

Unexcused Absences:

A Child Attendance Success Plan must be completed for any child that has an unexcused absence in any given month. Unexcused absences in excess of five (5) days per fiscal year are grounds for termination from the program and include when:

- Child did not feel like coming into school
- Parent or child overslept
- Any absence not falling in the excused absence category
- Absence exceeding 10 "best interest" day limit
- Abandoned care (no show or contact)

Attend today, achieve tomorrow

Your child's regular attendance matters...



Infant/Toddler

Time to develop stable, nurturing relationships. A healthy attachment base is the cornerstone for life long learning.



Preschooler

Time for building the social, emotional, cognitive & language skills necessary for school readiness.



Elementary

Time to develop reading skills needed to transition from "learning to read" to "reading to learn"



Middle or High Schooler

Time to develop strategies to become independent, build future dreams & habits for college and/or the workforce.



Adult

Time to land a great job. Good attendance, dependability & work ethic are valued above all other soft skills.

Absent 2 days per month = Absent 24 days per year
= Your child's learning is 1 month behind their peers!

Don't let your child miss-out on the skills needed to be successful in school & life

ATTENDANCE CLAIMS

Attendance records or invoices (referred to as an attendance claim) are the provider's method of billing/invoicing FCCHEN for reimbursement. The attendance claim is the only documentation that is acceptable to verify services rendered and initiate reimbursement for services. **Attendance claims are due the 5th working day of the month for the prior month's services.** Attendance claims received after the 5th working day of the month will not be processed until the following month.

Each child is enrolled for specific days per month and specific hours per day. Every contracted day within the month must be accounted for whether care was used or not. The need for services is assessed and established or set during the certification and/or recertification interview and reassessed when a parent requests a change in service level.

Verification of Daily Attendance Reporting



Each child must have a SCOE issued attendance claim, which is maintained on a daily basis that indicates the actual days and hours child care is used. A parent or authorized adult, dropping off or picking up a child(ren) from the provider must sign the child in and out of care daily using a full signature. The actual in and out time for each child must be recorded at that time by the authorized adult dropping off or picking up the child.

It is the parent's responsibility to ensure that the attendance claim is being completed accurately and on a daily basis.

Record of Absence or Change of Contracted Hours

If the child is absent for any reason during the regular contracted days or hours of care, explain why in the Reason for Absence column. The nature of the absence and/or family emergency must be clearly stated. When a provider is closed, state "provider closed". The parent or provider must sign using a full signature next to each absence or change to scheduled hours/days. For example:

Day	Parents or Provider Full Signature	Reason for Absence
1	Jane Doe	Sick

Absences not conforming to this requirement will be deemed as unexcused absences.

Invoice

The claim is then checked against the Certificate for Child Care Services to see if the scheduled amount of care was used.

Use of Ink

All information on the attendance claims must be submitted in black or blue ink. Pencil will not be accepted.

Use of White-out

White-out is not permitted on the attendance claims. If a mistake is done, write a line through the error, correct error and initial.

Completion of Claim

At the end of the month, the parent and provider must review the attendance claim for accuracy and completion. Both parent and provider must sign the attendance claim verifying the accuracy of the information, attesting that the documentation is true & correct.



REIMBURSEMENT SCHEDULE

Attendance claims received in FCCHEN office by the fifth (5th) working day of the month will be processed and the reimbursement will be mailed out no later than the last working day of the month.

LATE/INCOMPLETE/INACCURATE CLAIMS

A late, incomplete and/or inaccurate attendance claim is defined as follows:

- Missing name of child
- Missing signatures
- Missing actual daily time in and out of care
- Care documented on incorrect claim (Example: March care submitted on an April claim)
- Use of pencil
- Use of white-out
- Claim submitted more than 30 days from the month of service

The first time a claim is submitted late, with incomplete and/or inaccurate information, a verbal and written warning will be issued, and the claim will be processed based on approved/certified care.

If there is a second occurrence, a written notice will be issued and the parent and provider, if applicable, must meet with FCCHEN staff to review the policy and inaccuracies.

A Notice of Action to discontinue services will be issued for future occurrences.

Note: Reimbursement for child care services will not be reimbursed if an attendance claim is submitted more than thirty (30) days after child care services are provided, and will become the obligation of the parent if it is the third late claim occurrence.

If the family discontinues services or abandons care and the parent did not sign the claim at the end of the month, SCOE will only approve reimbursement for days the child was signed in and out on a daily basis. SCOE will be unable to reimburse the provider for any undocumented services they may have rendered.

PROVIDER'S 1099 FORM

Reimbursements to providers will be reported to the Internal Revenue Service. At the end of each calendar year, the provider will be issued a 1099 Form (statement of non-employee earnings) stating the total money received from SCOE. We do not deduct taxes on from reimbursements. If you have questions about your tax liability, consult a tax expert.

Disenrollment Policy

FAMILY DISENROLLMENT:

When a family chooses to disenroll from the FCCHEN program, it is required that they notify both the program and the provider in writing at least two (2) weeks in advance of the last day of attendance. If a two-week notice is not given, the FCCHEN is not liable for reimbursement to the provider.



The FCCHEN may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

- Non-compliance of the program policies
- Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive.
- Abandoned child care for five (5) consecutive days without notice. FCCHEN does not allow families to be enrolled in the program if they are not using child care unless a gap in service has previously been approved
- Failure to adhere to the Child Attendance Success Plan
- Failure to provide current and correct information at the time of certification or recertification
- Failure to use certified care as agreed upon between the parent/provider and the FCCHEN
- Delinquency in the payment of family fees
- Failure to complete attendance claims accurately and on a daily basis

- Incomplete or inaccurate attendance claim
- Falsification of or refusal to sign attendance claims
- Family income exceeds the maximum income guidelines
- Misrepresentation of income and/or eligibility
- Failure to keep appointments
- Unavailability of program funds
- Violation of the Safe School policy. Our office and child care facilities are alcohol, drug and weapon free zones.



In accordance with California Department of Education, Early Learning and Care Division guidelines, families will be mailed a Notice of Action at least nineteen (19) days prior to disenrollment of service from the FCCHEN.

Those families who are disenrolled for not following FCCHEN policies shall be placed on a one (1) year penalty period during which the family shall not be eligible for services. The penalty period shall start from the termination effective date included in the Notice of Action. This penalty does not apply to families who have discontinued by their own request.

PROVIDER DISENROLLMENT:

When a child care provider disenrolls a family, they are required to notify the FCCHEN program and the parent at least two (2) weeks in advance. If a two-week notice is not given, the FCCHEN will not be responsible for reimbursement.

Providers will not be allowed to participate in the FCCHEN if any of the following conditions occur:

- The provider refuses to sign the Agreement for Child Care Services.
- The provider refuses or is unable to provide the FCCHEN with a copy of his/her current license.
- The provider fails to provide current and correct information regarding child care attendance.
- The provider fails to report a licensing violation to the FCCHEN when it occurs.
- Provider's liability insurance, tuberculosis clearance, CPR or First Aid cards expire and are not renewed.
- Providers Thelma Harms Environment Rating Scale is below a good rating score or any item scored at a one (1) that is not corrected within the thirty (30) day notice.
- The provider's license is suspended or revoked.
- Falsification of attendance claims.
- Incomplete or inaccurate attendance claim
- Provider fails to submit required documentation to participate.

FCCHEN shall give written notice of termination stating the last day PROVIDER may participate.



Fair Hearings and Complaints

PROGRAM COMPLAINTS

Notice of Action – Parent Appeal Process (Disagree with Notice of Action)

Parents enrolled in FCCHEN program have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended and child care services will continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process. The Appeal Hearing process is as follows:

Step 1: Request Hearing

The procedure to request an appeal hearing is outlined on the back of each Notice of Action received by parents request for an appeal hearing must be filed within 14 calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, telephone number, full address, explanation why the parent disagrees with the agency's action and date the request is signed. The request for hearing may be submitted by mail, in person, phone or e-mail to:

Stanislaus County Office of Education
Attention: Hearing Officer
1100 H Street
Modesto, CA 95354
Telephone (209) 238-6300

Step 2: Schedule Hearing

Within 10 days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than 14 calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date one 1 time.

Note: At any reasonable time, including before a hearing, a parent has the right to review the data file

Step 3: Conduct Hearing

The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." Hearings will be conducted at Stanislaus County Office of Education located at 1325 H Street Modesto, CA 95354. In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of support documentation. The hearing will be audio recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that you disagree with the proposed action indicated by the referenced NOA should not be carried out.

This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing. Failure to comply with directions will result in the hearing being ended and the contested action being taken. A parent designating an Authorized Representative to be present must inform Stanislaus County Office of Education in writing prior to the hearing. Please do not bring people to the hearing unless they are a designated Authorized Representative. No children are allowed to be present during the hearing.

If parent fails to appear, it will be deemed that the parent has abandoned their appeal and care will end immediately.

Step 4: Hearing Decision

Hearing officer will send notification in writing, of the decision within 10 calendar days after the hearing. If parent disagrees with the written decision, they have 14 days from the date of the written decision to file an appeal with the California Department of Education (CDE), Early Learning and Care Division (ELCD) located at 1430 N Street, Suite 3410, Sacramento, CA 95814. The appeal to CDE must include a written statement specifying the reasons the parent believes Stanislaus County Office of Education's decision was incorrect, a copy of the decision letter and a copy of both sides of the NOA. Within 30 calendar days after the receipt of the appeal, ELCD will issue a written decision to you and the agency. Once ELCD has rendered a decision, the decision is final.

Parental Complaints in Child Care Settings:

SCOE encourages parents to report concerns to state licensing or other appropriate authorities as these concerns arise. SCOE is also required by law to inform every parent when they call in for child care referrals of their right to call the State Department of Social Services Community Care Licensing to check a child care provider's license and history. Health and safety issues for the children fall under the jurisdiction of licensing. After licensing has conducted an investigation and made a determination of the complaint, SCOE will follow licensing recommendations. Community Care Licensing can be reached at (559) 243-8080.

Level 1:	Complaint is brought to the attention of the Family Eligibility Specialist.
Level 2:	If complaint is not resolved by the Family Eligibility Specialist, it is brought to the attention of the Supervisor.
Level 3:	If complaint is not resolved by the Supervisor, it is brought to the attention of the Program Manager.
Level 4:	If complaint is not resolved by the Program Manager, it is brought to the attention of the Director

Provider Complaints to Program:

All child care providers are entitled to appeal the decision to deny or disenroll them from FCCHEN. The provider has 14 days from receipt of the initial notification of termination to request an appeal. Provide a written statement to our office.

If a request for an appeal is not made within 14 calendar days, the provider waives his/her right to appeal and the decision to permanently remove him/her from participation in FCCHEN shall be final.

If You **SEE** Something,
SAY Something

To report a complaint or concern regarding any licensed care facility, contact the Hotline at:
1-844-LET-US-NO
(1-844-538-8766)

**IN THE EVENT OF AN EMERGENCY
CALL 9-1-1**

You may also contact us at LetUsNo@dss.ca.gov
or by mail:



California Department of Social Services
Community Care Licensing Division
Centralized Complaint and Information Bureau
744 P Street
Sacramento, CA 95814

Complaints to FCCHEN Program Staff:

FCCHEN staff work to ensure that you and your family have a positive experience in the program. If you have concerns that are not complaints of unlawful discrimination or alleged violations of laws/regulations and would like to make a complaint, please follow the escalation process, so that concerns can be addressed and resolved in the correct manner.



We strive to ensure you have a positive experience in our program.

ATTACHMENT A: UNIFORM COMPLAINT PROCEDURE

Stanislaus COE

Administrative Regulation -AR 1312.3

Community Relations

Uniform Complaint Procedures

Compliance Officers

The Stanislaus County Superintendent of Schools designates the following compliance officer(s) to receive and investigate complaints and to ensure County Office of Education compliance with law:

Jason Maggard
Department Administrator, Human Resources
1100 H Street
Modesto, CA
(209) 238-1600

The Compliance Officer shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the County Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The County Superintendent or designee shall annually provide written notification of the County Office's uniform complaint procedures to students, employees, parents, the County Office advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The County Superintendent or designee shall make available copies of the County Office's uniform complaint procedures free of charge. (5 CCR 4622)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The County Office is primarily responsible for compliance with state and federal laws and regulations
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
 - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination

- d. The complainant has a right to appeal the County Office's decision to the CDE by filing a written appeal within 15 days of receiving the County Office's decision
- e. The appeal to the CDE must include a copy of the complaint filed with the County Office and a copy of the County Office's decision

(cf. 5145.6 - Parental Notifications)

Procedures

The following procedures shall be used to address all complaints which allege that the County Office has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the County Office. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, County Office staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the County Office's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)

A complainant's refusal to provide the County Office's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The County Office's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the County Office's investigation and decision, as described in Step #5 below, within 60 days of the County Office's receipt of the complaint. (5 CCR 4631)

Step 5: Final Written Decision

The County Office's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The County Office's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the County Office's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of County Office expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the County Office's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the County Office's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the County Office's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the County Office's decision, the County Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the County Office, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the County Office's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the County Office when one of the conditions listed in 5 CCR 4650 exists, including cases in which the County Office has not taken action within 60 days of the date the complaint was filed with the County Office.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the County Office's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the County Office has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

ATTACHMENT B: EARLY HEAD START CHILD CARE PARTNERSHIP ADDENDUM

To participate in the Early Head Start Child Care Partnership (EHS CCP) program, additional requirements must be met. EHS CCP services and requirements are outlined within this addendum.

PROGRAM DESIGN

Stanislaus County Office of Education (SCOE) was awarded the EHS CCP grant to increase quality within existing regulated family child care homes by partnering with the Family Child Care Home Education Network (FCCHEN) to provide comprehensive services. The purpose of the FCCHEN EHS CCP is to promote safe, developmentally enriching programs for a child's physical, cognitive, social and emotional development; actively engage parents and families as primary caregivers of their children, in program governance and decision-making, and gaining self-sufficiency; mobilize communities to provide resources and services; and makes professional development of individuals working with children and families a priority.

The program focuses on serving children from six (6) weeks through three (3) years of age. Children must be enrolled prior to their third (3rd) birthday and once determined eligible, may be served up to their fourth (4th) birthday.

ADMISSION

When vacancies occur, applicants will be contacted in order of priority from the waiting list. Families will be admitted in accordance with the admission priorities as follows:

Children receiving child protective services or families whose children are at risk of being neglected, abused, or exploited shall be admitted first. Within this priority, children receiving protective services through the county welfare department shall be admitted first.

Children from families that meet both EHS CCP and State Income guidelines, in income ranking order based on the most recent income ranking schedule.

Children from eligible families that meet applicable EHS CCP priorities based on the eligibility, recruitment, selection, enrollment and attendance requirements.

Notes: A family that has a child or children enrolled in the program shall be allowed to enroll additional children provided an opening is available. Eligible children already enrolled in a State only slot at the family child care home shall be given priority for enrollment.



EDUCATION

Desired Results Developmental Profile Assessments:

Providers will complete the Desired Results Developmental Profile Assessments (DRDP) through Learning Genie and a Child Care Specialist will provide support. Child observation reporting periods are three (3) times a year and results are used to inform activity planning, and to inform parent of the status of their child. The assessment results are used for individual child, provider and program planning for school readiness.

A written comprehensive and coordinated planned program of daily activities based on each child's individual development, as well as appropriate activities for groups of children at each stage of early childhood. The objective of the program of daily activities should be to foster incremental developmental progress in a healthy and safe environment and should be flexible to capture the interests of the children and the individual abilities of the children. The basic elements should include: Physical development, which facilitates small and large motor skills; Family development, which acknowledges the role of the family, including culture and language; Social development, which leads to cooperative play with other children and the ability to make relationships with other children and adults and children of other backgrounds and ability levels; Emotional development, which facilitates self-awareness and self-confidence; Cognitive development, which includes an understanding of the world and environment in which they live and leads to understanding science, math, and literacy concepts, as well as increasing the use and understanding of language to express feelings and ideas.

Curriculum:

Creative Curriculum is the adopted curriculum. Frog Street Curriculum may be used to supplement Creative Curriculum. The Program for Infant/Toddler Care (PITC) philosophy is embedded. The PITC approach equates good care with trained infant/toddler care teachers who are preparing themselves and the environment so that infants can learn. Creating a climate for care that reinforces a responsive, relationship based approach.

Disabilities and Mental Health:

For children with disabilities or mental health concerns, in collaboration with the parent, SCOE will facilitate a Child Success Team meeting to determine what strategies are needed to support the child, parent and provider. SCOE will facilitate and submit all referral documentation to appropriate community agency when needed. SCOE will provide materials, training, technical assistance and support to the provider





FAMILY COMMUNITY AND ENGAGEMENT

Family Portfolio:

The Family Service Worker will partner with the family throughout the year to design a plan to meet their individual needs and goals.

Family Activity Calendars:

Family activity calendars will be mailed monthly. Each month's calendar will provide ideas for activities parents can do with their child. Parents, please return to the SCOE office by the 2nd of each month.

Parent Conferences and Meetings:

Three (3) parent conferences are held each year to develop goals together based on DRDP assessment data, ASQ data and other areas parent identifies as a concern. Conferences include the parent, provider, and program staff.

Parents are encouraged to be involved within their child's provider's home on days they do not have a need for services. The program is designed to actively engage parents as primary caregivers of their children, in program governance and decision-making, and gaining self-sufficiency.

Parents are encouraged to attend and become a representative at the monthly parent Policy Council meeting. Parents are encouraged to become a representative for the Program Policy Committee to provide input in program policy and decision making.

Family Support Services and Parent Involvement:

SCOE will arrange for family support services or referrals to agencies offering such services, as well as offer a variety of parent involvement opportunities. SCOE will assist with coordination of services required for children with disabilities. SCOE will work on a collaborative basis with PROVIDER on any case involving reasonable suspicion of child abuse or neglect for enrolled families, including coordinating of reporting to Child Protective Services or appropriate law enforcement agency.

HEALTH, NUTRITION AND SAFE ENVIRONMENTS

Child Health:

Child Care Specialist will work with families to ensure screening of all children is completed using the Ages and Stages Questionnaire and the Ages and Stages Questionnaire-Social Emotional.

SCOE's health team supports your child's health needs in the areas of nutrition, physicals, dental, hearing and vision and other health related issues. A Health Screening form, vision and hearing screenings are completed at entry, and annually thereafter. SCOE staff will facilitate, maintain and store the screening and referral data. SCOE staff uses children's screening results to make referrals and implement intervention strategies and adaptations as appropriate. Provider has direct access to Health, Disabilities and Social Service Specialists.

Diapers, wipes and gloves are provided to the provider for enrolled EHS-CCP children while in care.

Provider will ensure daily that dental hygiene/tooth brushing occurs. Once child turns three (3), SCOE will work with the family to ensure a dental screening and examination occurs. Note: SCOE will provide dental education materials and tooth brushing supplies.

Provider maintains a child health file that includes emergency card and contact information, copy of health insurance card, health history, copy of physical, copy of any special circumstances (seizure plan, asthma care, special meals, etc.), and any notice of needed information given to the family.

Provider and Assistant Health:

Providers must have a physical exam clearance to care for children. They must have a current tuberculosis clearance every four (4) years and immunizations clearances completed and on file for Measles and Pertussis Influenza for all adults involved in providing child care services.

Safe Environments:

Provider shall be cleared in all areas indicated on the FCCH Health and Safety Screener prior to start up with EHS children. Provider shall complete a Daily Indoor/Outdoor safety check to ensure there are no current hazards. All assistants and adult family members (18 and over) in the home must have a DOJ background/fingerprint clearance on file prior to working with children.

In addition, the areas listed under the Health and Safety Checklist will also be completed and reviewed annually. Provider shall provide a healthy, safe, nurturing environment that is offered at all times with continuous supervision of children as outlined on the Supervision Plan. Provider has emergency plans in place. Provider shall conduct self-monitoring as outlined on the Drill and Inspection log. Provider shall permanently post items specified on the Posting Checklist, which will be supplied by SCOE in the form of a Provider Documentation binder.

Provider shall secure health certificates for pets to document up to date immunizations and freedom from any disease or condition that poses a threat to children's health. Family child care providers must ensure that pets are appropriately managed to ensure child safety at all times.

Transportation:

EHS CCP children may not be transported while in care of the provider.



Active Supervision:

To ensure no child is left alone or unsupervised at any time, PROVIDER shall provide a healthy, safe, nurturing environment that is offered at all times with continuous supervision of children as outlined on the Active Supervision Plan. PROVIDER must train Assistants, develop and implement effective active supervision plans, maintain ratios, maintain a group sign-in/out sheet and educate children on safety practices. Provider and assistants shall watch and complete the Active Supervision Video Annually.

Ratio and Group Size:

Provider will maintain a child ratio schedule and update as changes occur. A copy of the ratio schedule and roster of children will be provided to SCOE. Provider will follow the licensing and EHS CCP ratio and group size requirements; whichever is more stringent.

	ONE PROVIDER (Applies to small & large licensed FCCH)
	When there is one Provider, the maximum number of children cared for is one of the following:
Group Size of 4	No more than 4 children under 24 months. Of the 4, no more than 2 children may be under 18 months of age
Group Size of 6	No more than 6 children. Of the 6, no more than 2 children may be under 24 months of age
Group Size of 8	No more than 8 children. Of the 8, 2 children must be 6 years of age or older, and no more than 2 children may be under 24 months of age

	ONE PROVIDER (Applies only to large licensed FCCH)
	When there is a Provider and Assistant, the maximum number of children cared for is one of the following:
Group Size of 12	No more than 12 children. Of the 12, no more than 4 children may be under 24 months of age
Group Size of 14	No more than 14 children. Of the 14, 2 children must be 6 years of age or older, and no more than 3 children may be under 24 months of age

Positive Guidance:

Provider and Assistants will use positive guidance when responding to undesired child behavior rather than corporal punishment, emotional, or physical abuse, unnecessary restraint, humiliation, isolation, or denial of food, water or bathroom privileges.



Child Suspension and Expulsion:

The Head Start program prohibits or severely limits the use of suspension and expulsion. PROVIDER cannot take part in the practices of disenrollment/expulsion of children from EHS CCP based solely on a child's behavior.

Nutrition and Meal Service:

Meal service will conform to United States Department of Agriculture/Child Care Food Program requirements and federal requirements for meals low in salt, sugar and fat. Provider is responsible for its participation in the Child Care Food Program. Nutritious breakfasts, lunches, morning and afternoon snacks will be provided to children at proper intervals. Infant feeding will follow proper infant feeding plan and techniques.

Family style meal service, with the serving platters, bowls, and pitchers on the table so all present can serve themselves, should be encouraged, except for infants and very young children who require an adult to feed them. A separate utensil should be used for serving. Children should not handle foods that they will not be consuming. The adults should



encourage, but not force, the children to help themselves to all food components offered at the meal. When eating meals with children, the adult(s) should eat items that meet nutrition standards. The adult(s) should encourage social interaction and conversation, using vocabulary related to the concepts of color, shape, size, quantity, number, temperature of food, and events of the day. Extra assistance and time should be provided for slow eaters. Eating should be an enjoyable experience. Special accommodations should be made for children who cannot have the food that is being served. Children who need limited portion sizes should be taught and monitored.

PROVIDER/ASSISTANT QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT

Providers have fifteen (15) hours of training on preventive health practices as required by Title 22 Licensing Regulations and current CPR/First Aid verification cards for all adults involved in providing child care services every two (2) years. In addition, tuberculosis clearance (every 4 years), immunization clearance, and the facility roster report must be included for both the provider and all adults involved in providing child care services.

As outlined in the Head Start Performance Standards, Providers have previous early child care experience and at a minimum, be enrolled in a Child Development Associate (CDA) FCCH program or an Associates or Bachelor's degree program in child development or early childhood education prior to participation in the program. Within 2 years they must complete the CDA FCCH program, or hold an Associates or Bachelor's degree in child development or early childhood education.

Note: Assistants are not required to meet the educational requirements, unless they are used as a substitute during a provider's absence. At least one adult onsite must meet the qualifications listed above at all times.

SCOE will provide Providers with the opportunity to attend Professional Development Trainings at no cost in early child development, implementation of curriculum, working with children with disabilities, effective communication with children and their families, safety, sanitation, hygiene, health practices and CPR/First Aid, child abuse and neglect and USDA child food program.

SCOE will support the Provider using the practice-based coaching model. This model is used to support effective teaching practices for providers. Based on FCCERS, DRDP data, and individual child goals, SCOE provides monthly on-site mentor coaching and activity planning assistance.



EHS CCP DAILY ATTENDANCE AND REIMBURSEMENT

For continuity of care, children enrolled in the EHS CCP may attend care Monday through Friday for six (6) hours per day or based on the parents need for services, whichever is greater. Note: Except for provider non-operational day.

Parent must notify provider within one hour of scheduled care if the child will be late or absent.

SCOE will directly reimburse the Provider at the EHS CCP rate. The EHS CCP reimbursement rate per child is based on the provider's qualifications as follows:

- Working on meeting the HS education requirements: **\$46.00 per day**
- Hold a FCCH CDA, or Associates degree or Bachelor's degree in child development or early childhood education: **\$48.00 per day**



Resources!

Pay Family Fees

Available online at stancoe.org/division/child-family-services/pay-family-fee or at our office located at 1325 H Street Modesto, Ca

Print Program Forms

Available online at or at findchildcarestanislaus.org/cfsparents or stop by our office located at 1325 H Street Modesto, Ca

United Way

2-1-1 provides referrals to hundreds of resources
Call 2-1-1 or go online at 211.org

Information for families on children's early development

Available online at allaboutyoungchildren.org/

Child Care Resource & Referral Program

Links parents to licensed child care providers
Call (209) 238-6400 or go online at findchildcarestanislaus.org/childcare

We look forward to serving you!



**Family Child Care Education Network/
Early Head Start Partnership Program Handbook
Acknowledgement of Receipt of Written Policies**

My signature below acknowledges that I have received a copy of or have chosen to access online the program handbook. I acknowledge that I have read, understand and agree to abide by these guidelines. I understand that I may be dis-enrolled from the program if I do not follow the program policies.

Parent

Printed Name: _____

Legal Signature: _____

Date: _____