



## Extended Child Care Family Newsletter November 2007

### NATURAL DISASTER POLICY

- If school closes due to a natural disaster (i.e. bad weather, flooding) childcare will also be closed.
- If school is open, the childcare program will also be open.
- If school is open in the morning and a natural disaster happens, parents should make every effort to pick up their children from school or as soon as possible. Childcare may have become unsafe. If power goes out, childcare facilities can become unsafe.
- If a natural disaster occurs on a day when school is not open and childcare is open the decision to stay open or to close will be made by the Extended Child Care Executive Director.
- This policy is based on safety for children first. If the school administration feels it is not safe for children to be on the campus or travel to the campus, Extended Child Care will follow that decision.
- When weather is bad parents should check local radio stations for information about school and childcare closings.



### Reminder: Center Closed Days

All Extended Child Care Centers will be closed the following days:

- November 22, 2007 – Thursday, Thanksgiving Day
- November 23, 2007 - Friday, Day After Thanksgiving
- December 24, 2007 – Monday, Christmas Eve
- December 25, 2007 – Tuesday, Christmas Day
- January 1, 2008 – Tuesday, New Years Day



**Note:** We are open Monday, December 31, 2007

Families are not charged for the days that we are closed for care.

**Please remember to sign your child in and out of childcare with your full signature. This is a State licensing requirement and is for the safety of your child.**



### Thank you Parents!

A big thank you to all parents for taking the time to work with your center staff in completing the Child Care Food Program forms. As you know, our centers provide meals and snacks during the school year and summer. Completing these forms helps Extended Child Care receive reimbursements, so we may continue to serve nutritious meals and snacks at each center.

***Next ECC Board Meeting – November 26<sup>th</sup> at 6:45 at 3510 Unocal Pl., Suite 350. This meeting is open to everyone.***

## Toy Safety

We are all wondering about toy safety with all the news of the toy recalls. This is especially concerning for parents as we go into the holiday season. Here are two resources for toy safety:

- The American Academy of Pediatrics offers several Toy Safety guidelines at [www.aap.org/new/toyrecall.htm](http://www.aap.org/new/toyrecall.htm).
- For a complete list of toys that have been recalled go to the Consumer Product Safety Commission web site at [www.cpsc.gov/cpscpub/prerel/category/toy.html](http://www.cpsc.gov/cpscpub/prerel/category/toy.html)

## Annual Notification of Uniform Complaint Procedure

It is the intent of Extended Child Care Coalition to fully comply with all applicable state and federal laws and regulations. In accordance with state law, this is to give notification to parents, employees, committees, students and other interested parties of local complaint procedures including the opportunity to appeal an agency decision.

Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding any alleged violation of federal and/or state laws by Extended Child Care Coalition. This includes allegations of unlawful discrimination (Ed Code sections 200 and 220 and Government Code section 11135) in any program or activity funded directly by the state or receiving federal or state financial assistance. Complaints must be signed and filed in writing and addressed to the Executive Director as follows:

**Executive Director**  
**Extended Child Care**  
**335 College Ave.**  
**Santa Rosa, CA 95401**

A copy of the Extended Child Care Board Policy is available upon request. In the event that a complaint is filed with Extended Child Care and a decision is issued, this is to further notify you of your right to appeal a decision by the agency to the California State Department of Education, Child Development Division. Complaints must be signed and filed in writing with the State Department of Education.

**Child Development Division**  
**Complaint Coordinator**  
**1430 N Street, Suite 3410**  
**Sacramento, CA 95814**

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

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

Should you have any questions concerning the complaint process or your rights to file a complaint please contact the Executive Director at 707-545-2402.

