



Extended Child Care Family Newsletter November 2009

NATURAL DISASTER POLICY

- If school closes due to a natural disaster (i.e. bad weather, flooding) child care will also be closed. If school is open, the child care program will also be open.
- When weather is bad; parents should check local radio stations for information about school and childcare closings.
- If school is open in the morning and a natural disaster happens, parents should make every effort to pick up their children from school immediately or as soon as possible. Child care facilities may become unsafe even if it's as simple as the power going out.
- If a natural disaster occurs on a day when school is not open and child care is open; the decision to stay open or to close will be made by the ECC 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 to travel to and from the campus, Extended Child Care will follow that decision.



November 11th & 25th are "Full Days" at all of our centers!

On full days we usually combine centers due to lower enrollment. Your center may not be open, so please check with your center director to find out which centers are open on that day. Make sure to indicate on the sign up sheets at the center if your child(ren) will attend. The sign up sheets provide us with numbers to plan for meals and staffing on these days. If you need to cancel care, please call the office at least one week in advance to assure that you are not charged for that day.

Note: Windsor centers will also have full days November 23rd & 24th. Check with your center to see which centers are open for those days.

Reminder: Center Closed Days

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

- November 26th – Thursday, Thanksgiving Day
- November 27th - Friday, Day After Thanksgiving
- December 24th – Thursday, Christmas Eve
- December 25th – Friday, Christmas Day
- January 1st – Friday, New Years Day

Notes: We are open Thursday, December 31st .

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



Pick Up and Drop Off Policies

It is really important for your child's safety that an adult walk each child into the center in the morning and pick him/her up in the evening. Other activities occur on the school campuses, so it is important that children are accompanied on campus. With it being dark as centers open and close, this is even more important. Our teachers also enjoy seeing you and having the time to talk to you about your child. We appreciate your help with this. **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 30th at 6:45 at 1745 Copperhill Parkway Suite 5 Santa Rosa This meeting is open to everyone.

What can you find on our website?

Rates for each of our centers, answers to frequently asked questions, email access to the office staff if you have a question. **Visit our website at www.extcc.org**

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
1745 Copperhill Pkwy, Suite 5
Santa Rosa, CA 95403

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:

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.