

## POLICIES FOR THE MOORPARK COLLEGE CHILD DEVELOPMENT CENTER

1. The Moorpark College Child Development Center will provide an educational program for young children. As well as serve as a center for the Child Development Academic Program at Moorpark College.
2. Children will continue in the program only if parents or guardians adhere to the following policies. NO EXCEPTIONS WILL BE PERMITTED:
  - a. In order to provide the child with a secure emotional experience as he or she enters the program, the parents will be required to help in the home/school transition by planning to remain with the child (if necessary) for the first few days.
  - b. The child is expected to arrive at the Center on time and is expected to be picked up on time. In case of emergency, please notify the school as arrangements for your child's supervision can be provided.
  - c. The parents or an authorized person must sign the child in and deliver the child directly to a member of the Child Development Center staff.
  - d. The child may not leave the Center without permission of a member of the staff and will only be released to an authorized person listed on the emergency form.
  - e. If a child has a fresh cold, temperature, or upset stomach, he or she is not to come to school. In case of illness, the child may re-enter only at the discretion of the staff or upon a release from the family physician. IF YOUR CHILD IS GOING TO BE ABSENT PLEASE NOTIFY THE CENTER
  - f. The child must have a complete medical examination and childhood immunizations prior to entrance into the Child Development Center. Proof of the examination and immunizations must be submitted at the time of entrance.
  - g. The Observation Room facility is for the use of college students enrolled in the CD program. Parent may utilize the observation room by request.
  - h. Clothing worn to the Child Development Center should be comfortable, sturdy, and washable so that maximum freedom with materials and equipment is obtained. Parents are asked to provide a change of clothing to be kept at the Center for their child. IT IS ASKED THAT THE CHILD'S NAME BE ON ALL CLOTHING.
  - i. Please refer to the Parent Handbook located online at [http://www.moorparkcollege.edu/departments/academic/child\\_development.shtml](http://www.moorparkcollege.edu/departments/academic/child_development.shtml) for additional policies and procedures.
3. Adjustments are not made for school vacation time (winter or Spring Break, etc.) of absences. The fees are outlined on the Parent contract and must be paid each month.
4. Permission statements:
  - a. I give permission for my child to use all the play equipment of the Child Development Center.
  - b. I understand that the Child Development Center and Moorpark College are relieved of any responsibility for any accident or injury to my child while in the care of the Child Development Center staff during activities on the campus as well as off the campus when on planned field trips.
  - c. I have no objection to my child being included in photographs or videos taken at the Center that are to be used for instruction purposes in CD courses.
  - d. Should any questions about the child's health arise, I give permission for Center staff to discuss these concerns with a qualified physician.

**PARENT COPY- PLEASE RETAIN FOR YOUR RECORDS**

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PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_