

UC SANTA BARBARA

Early Childhood
Care & Education
Services



WELCOME

In this welcome letter you will find a number of resources as you prepare for your child(ren) to join our Centers.

If you have any questions, please contact our Enrollment Coordinator Sandi at squinly@ucsb.edu.

The Center is Accredited by the National Association for the Education of Young Children

COVID-19

Our center currently looks different and a number of changes have been implemented due to COVID-19.

Detailed information will be provided below.

Detailed information on page 4



IN-TAKE CONFERENCES

Before your child's first day, the teachers will be in contact to set up a zoom in-take conference. During this time they will share a lot of information on the classroom, such as what to bring, a sample of their daily schedule, etc.

COMMUNICATION

At our centers we use a communication tool called ParentSquare. The email provided on the application at time of enrollment will be added to ParentSquare the week before your child starts at the center.

Detailed information on page 6 & 7





ECCES Enrollment Checklist & Information

DocuSign Forms to be Completed Before First Day

- [Application for Admission](#)
- Family Information Sheet (Click age group below)
[Infant](#) [Toddler](#) [Preschool](#)
- [ECCES Service Agreement](#)
- [Emergency Contact Information](#)
- [Consent for Emergency Medical Treatment](#)
- [Child's Pre-admission Health History - Parent's Report](#)
- [Blanket Consent Form](#)
- [Notification of Parent's Rights](#)
- [Notification of Personal Rights](#)
- [Parental Opt-out of Annual Child Health Screening](#)
- [CALM Consent Form](#)
- [Infant Sleep Plan](#) (Children 12 months and younger)
- ASQ Questionnaire (Emailed Separately)
- [CCAMPIS Application](#) (All *UCSB Student* Families)
- [Enrollment Checklist](#)

Other Forms/Information Needed Before First Day

- Copy of Immunization Record
- Registration payment (\$50 minus amount paid to get onto ECCES Waitlist)
- [Physician's Report](#) (This form must be completed by your child's physician, physician's assistant, or nurse practitioner) - **Must return within 2 weeks of your start date - TB Risk Screening on the form must be completed**

Family Handbook

Our family handbook is a guide to all center policies (pre COVID-19). We are currently working to improve our family handbook and will pass along the new version once complete. Click here for a copy of our current [family handbook](#). Information about COVID-19 Guidance is provided on page 3.

UCSB Early Childhood Care & Education Financial Assistance Opportunities

California Department of Education (CDE) Financial Assistance

This financial assistance is available to income and need eligible families.

Interested families should complete the [Tuition Assistance Request Form](#) and check Yes to the question "Currently Enrolled at ECCES."

If you have any questions about the CDE financial assistance or the Food Program, please contact Mia Anne Shellabarger at shellabarger@ucsb.edu.

California Department of Education Nutrition Services Division

[Click here](#) for information about the Food Program.

If you qualify, please complete the [Meal Benefit Form](#) to receive free school lunches.

CCAMPIS (Child Care Access Means Parents In School)

- Through partnering with our extensive network of on-campus and community-based services we work to coordinate and connect UCSB student parents with comprehensive support services and resources.
- Our goal is to increase access to post-secondary education for UCSB student parents by also providing quality, affordable and accessible childcare services while they further their education. Childcare financial assistance is available for qualifying families.
- The **CCAMPIS** (Child Care Access Means Parents in School) Program is authorized and funded by the Higher Education Act by the U.S. Department of Education and administered by UCSB Early Childhood Care and Education Services.
- Click [here](#) to apply and go to www.ucsbccampis.org for more information.

If you have any questions about the CCAMPIS application, assistance or resources, please contact Saameh Solaimani at saamehsolaimani@ucsb.edu.

Chancellor's Scholarship

- This scholarship is sponsored by the Chancellor and is currently available to UCSB student families.
- Given as a discounted tuition rate of ~15% and are awarded based on gross per capita income which is the gross income of all members in the family divided by the number of parents/guardians and dependent family members in the household.
- If you are a UCSB student family, you can apply [here](#).

COVID-19 Information

Click here for detailed information on the [UC Santa Barbara Early Childhood Care & Education Services Health & Safety Procedures and Guidance During COVID-19](#)

Please read the entire guide very carefully as there is a lot of information for your family. Check this guidance periodically as it is updated with new information. Important Topics Included in the COVID-19 Guidance include:

- Daily COVID-19 Screening and Illness Guidance (Families must complete wellness assessment each day before drop off)
- Guidelines for Excluding Children and Staff
- Drop-Off/Arrival and Pick-Up Information (including locations and time for each classroom)
- Mask requirements
- Tuition information if the center is forced to close

On the Emergency Contact form, in the enrollment paperwork, you will be asked to acknowledge guidance that is in place during the COVID-19 Public Health Emergency. You can find a copy of the acknowledgement here: [Family Acknowledgement and Disclosure Agreement](#)

Check In Process

Due to COVID-19 we have a new process for signing your child in/out. At this time adults are not allowed inside the facility to limit potential COVID-19 exposure. You can complete the [health screening](#) prior to arrival, but please **complete the [sign in](#) and [sign out](#) once you are physically at the center to drop off or pick up**. You can opt in to receive an email each morning with all the links here: [Sign In/Out Email Opt In/Out](#). The sign in/out email will begin approximately 24-48 hours after opting in.

- The health screening can also be found on our homepage or accessed with the QR Code at the check in station.
- In the morning, once you complete the health screening and you are on site, please complete the sign in and show the message at the end with your check in date and time.
- In the afternoon, once on site complete the sign out and show the message at the end with your check out date and time.

“There’s only one thing more precious than our time and that’s who we spend it on”

~ Leo Christopher



2020 – 2021 UCSB Early Childhood Care & Education Services Calendar

Important Dates

September

7 - Labor Day (UCSB Holiday) Centers Closed

October

1 - UCSB Fall Quarter Instruction Begins

November

6 - Minimum Day (Parent/Teacher Conferences)*

11 - Veterans Day (UCSB Holiday) Centers Closed

26-27 - Thanksgiving Break (UCSB Holiday) Centers Closed

December

12-18 - UCSB Fall Finals Week

21-31 - Winter Break (UCSB Holidays 24, 25, 31) Centers Closed

January

1 - Winter Break (UCSB Holiday) Centers Closed

4 - Centers Re-open

4 - UCSB Winter Quarter Instruction Begins

18 - MLK Jr. Day (UCSB Holiday) Centers Closed

February

15 - Presidents’ Day (UCSB Holiday) Centers Closed

March

13-19 - UCSB Winter Finals Week

25 - Spring Staff Development Centers Closed

26 - Cesar Chavez Day (UCSB Holiday) Centers Closed

29 - UCSB Spring Quarter Instruction Begins

April

30 - Minimum Day (Parent/Teacher Conferences)*

May

31 - Memorial Day (UCSB Holiday) Centers Closed

June

5-11 - UCSB Spring Finals Week

17-18 - Summer Staff Development Centers Closed

July

5 Independence Day Observed (UCSB Holiday) Centers Closed

August

On Minimum Days Centers will close at 12:30pm

**Child care will be provided during the time of your family’s parent-teacher conferences”



Dear New ECCES Parents/Guardians,

Parent Council and ECCES Administration are excited to let you know that we have a platform called ParentSquare to communicate with our families. ParentSquare provides a simple and safe way for everyone at school to connect (e.g. classrooms and groups such as the parent council).

With ParentSquare you'll be able to:

- Receive all school and classroom communication via email, text or the ParentSquare app.
- View the school and classroom calendar and RSVP for events.
- Easily sign up to volunteer for classroom events/activities and for parent-teacher conferences.

Activating your Account

The week prior to your child's start date, you will receive an email invitation to join ParentSquare. Please click the link to activate your account. It takes less than a minute.

You can use ParentSquare on any device. You can download the free mobile app for Android or iOS and you can also use it from a computer at: www.parentsquare.com. If you decide not to engage with the app or on the computer, you will continue to receive communication by email!

Below are the guidelines for use for all parties. All parents will be added to ParentSquare, if they have an active email address with the Center.

*ParentSquare is a local company that is used by many districts and Centers, including the Santa Barbara Unified School District. If you already have an account, ECCES will be added to your existing account.

Thank you so much and we look forward to connecting using this new tool!

Parent Council



UCSB Early Childhood Care & Education Services

ParentSquare Guidelines

ParentSquare is a tool that allows for enhanced communication between teachers, parents, and school staff. In order to ensure that the ParentSquare tool is used effectively and appropriately, **all participants must follow these guidelines:**

1. Always be respectful, professional and abide by the ParentSquare terms and conditions (<https://ParentSquare.com/about/terms>). If you notice any inappropriate or offensive content please notify a Program Coordinator or office staff member immediately.
2. Only use ParentSquare for center-related postings.
3. The translation feature of ParentSquare should be used cautiously and with its limitations in mind. Clicking TRANSLATE will translate the post into English and Spanish to be delivered to ALL parents in your classroom/group, unless the parent has selected an alternate language. If an alternate language has been selected by a parent, the text will be translated into English and their selected language. ParentSquare uses Google Translate to perform all translations. As with any computer generated translation, the results may be inaccurate or potentially offensive. ParentSquare ONLY allows for editing of the Spanish translation.

For Parents:

1. Parents should note that while ParentSquare does allow personal message communication with teachers and other Center Staff, in-person messages are still the preferred method of communication.

For Parent Council Members:

1. ParentSquare use is primarily designed to coordinate, and encourage participation in Parent Council/Center activities, including but not limited to: lunch for teachers, class projects, and other center-sponsored events.
2. Any off-site activities organized by the Parent Council need to include the following statement: This activity is being planned by the Parent Council and is not an official activity of ECCES or UCSB. You are responsible for the safety and supervision of your child(ren).
3. In the event that a Parent Council member receives a message from a parent regarding a program/classroom question, issue or concern, a Parent Council member will forward that communication to a Program Coordinator to ensure that the issue is addressed and resolved in a manner consistent with ECCES process. This process includes talking to the teacher and/or communicating with the Program Coordinators and Director as needed. Parent Council members can also play an important role in encouraging and supporting families to directly pursue resolution.

For Teachers:

1. Teachers should utilize ParentSquare to communicate with their families.
2. Teachers should discuss with their Program Coordinator any posting with content that may not be well-received.
3. Teachers should be mindful to emphasize quality over quantity when posting to ParentSquare. Keep in mind that families will also be receiving school-wide messages and messages from Parent Council. If individual families would prefer additional communication consider sending direct messages to these families.

Parents' Guide to Immunizations Required for Child Care

Starting July 1, 2019

Parents must provide a copy their child's Immunization Record as proof of immunizations (shots) before starting child care and at each age checkpoint after entry:

Age at Entry/checkpoint	Required Doses
2-3 Months	1 Polio 1 DTaP 1 Hep B 1 Hib
4-5 Months	2 Polio 2 DTaP 2 Hep B 2 Hib
6-14 Months	2 Polio 3 DTaP 2 Hep B 2 Hib
15-17 Months	3 Polio 3 DTaP 2 Hep B 1 Hib (on or after 1 st birthday) 1 Varicella 1 MMR (on or after 1 st birthday)
18 Months - 5 Years	3 Polio 4 DTaP 3 Hep B 1 Hib (on or after 1 st birthday) 1 Varicella 1 MMR (on or after 1 st birthday)

*Flu shots are not required, but are recommended for children 6 months and older

*One Hib dose must be given on or after the 1st birthday regardless of previous doses.

Required only for children younger than 5 years old.

DTaP = diphtheria toxoid, tetanus toxoid, and acellular pertussis vaccine

Hep B = hepatitis B vaccine

Varicella = chickenpox vaccine

Hib = haemophilus influenzae, type B vaccine

MMR = measles, mumps, and rubella vaccine

IMPORTANT INFORMATION FOR PARENTS

Caregiver Background Check Process California Department of Social Services

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

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

How the Exemption Request is Reviewed

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

The person who needs the exemption must provide information about:

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

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

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

How to Obtain more Information

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

UCSB Early Childhood Care & Education Services Parent Council

What is the Parent Council?

The function of the Parent Council at UCSB Early Childhood Care & Education Services is to support the Center's mission of providing quality child care for students, staff & faculty families. A sense of community is fostered through monthly Parent Council meetings which provide parents the opportunity to communicate with Center staff & give feedback on Center policies and procedures. Community-building events include parent education meetings, social events, enrichment activities & yearly fundraising projects. All parents of enrolled children are automatically members of the Parent Council & are encouraged to participate in the Centers activities.

Fundraising

Monies raised by the Parent Council support the Center in a variety of ways.

- Teachers from each classroom receive money from Parent Council to purchase discretionary classroom materials.
- Parent Council funds are used to support the Enrichment Program, to purchase educational materials & to make improvements to the play yards.
- ParentSquare is a format of electronic communication to the parents from the teachers, the Centers & Parent Council.

Parent Council Events

- Silent Auction
- Classroom End-of-Year Party
- Parent Education Meetings
- Fall Family Potlucks
- Staff Appreciation Luncheons
- International Dessert Social
- Enrichment Programs

Five Ways to Get Involved

- Attend Parent Council Meetings
- Volunteer to be a Classroom Representative (Room Rep)
- Volunteer in your child's classroom
- Sign up to help with an event
- Serve on a Parent Council Committee

Parent Council Board Member Positions

- Co Chairs
- Co-Vice Chair for Enrichment/Library
- Co-Vice Chair for Fundraising
- Recording Secretary
- Corresponding Secretary
- Treasurer

More Information Please Contact Us

Email:

parentcouncil@sa.ucsb.edu

Website:

<http://childrenscenter.sa.ucsb.edu/AboutUs/Parents.aspx>



California Department of Social Services

Effects of Lead Exposure

Children 1-6 years old are the most at risk for lead poisoning.

- Lead poisoning can harm a child's nervous system and brain when they are still forming, causing learning and behavior problems that may last a lifetime.
- Lead can lead to a low blood count (anemia).
- Even small amounts of lead in the body can make it hard for children to learn, pay attention, and succeed in school.
- Higher amounts of lead exposure can damage the nervous system, kidneys, and other major organs. Very high exposure can lead to seizures or death.

Lead in Tap Water

The only way to know if tap water has lead is to have it tested. Tap water is more likely to have lead if:

- Plumbing materials, including fixtures, solder (used for joining metals), or service lines have lead in them;
- Water does not come from a public water system (e.g., a private well).

To reduce any potential exposure to lead in tap water:

- Flush the pipes in your home - Let water run at least 30 seconds before using it for cooking, drinking, or baby formula (if used). If water has not been used for 6 hours or longer, let water run until it feels cold (1 to 5 minutes).*
- Use only cold tap water for cooking, drinking, or baby formula (if used) - If water needs to be heated, use cold water and heat on stove or in microwave.
- Care for your plumbing - Lead solder should not be used for plumbing work. Periodically remove faucet strainers and run water for 3-5 minutes.*
- Filter your water - Consider using a water filter certified to remove lead.

Lead Poisoning Facts

- Buildup of lead in the body is referred to as lead poisoning.
- Lead is a naturally occurring metal that has been used in many products and is harmful to the human body.
- There is no known safe level of lead in the body.
- Small amounts of lead in the body can cause lifelong learning and behavior problems.
- Lead poisoning is one of the most common environmental illnesses in California children.
- The United States has taken many steps to remove sources of lead, but lead is still around us.

In the US

- Lead in house paint was severely reduced in 1978.
- Lead solder in food cans was banned in the 1980s.
- Lead in gasoline was removed in the early 1990s.

Warning! – Some water crocks have lead. Do not give a child water from a water crock unless you know the crock does not have lead.

Water saving tip – Collect your running water and use it to water plants not intended for eating.

For information on testing your water for lead, visit The Environmental Protection Agency at www.epa.gov/lead/protect-your-family-exposures-lead or call (800) 426-4791.

You can also visit The California Department of Public Health’s website at <https://www.cdph.ca.gov>.

Potential Sources of Lead

- Old paint, especially if it is chipped or peeling or if the home has been recently repaired or remodeled
- House dust
- Soil
- Some imported dishes, pots and water crocks. Some older dishware, especially if it is cracked, chipped, or worn
- Work clothes and shoes worn if working with lead
- Some food, candies and spices from other countries
- Some jewelry, toys, and other consumer products
- Some traditional home remedies and traditional make-up
- Lead fishing weights and lead bullets
- Water, especially if plumbing materials contain lead

Options for Lead Testing

A blood lead test is free if you have Medi-Cal or if you are in the Child Health and Disability Prevention Program (CHDP). Children on Medi-Cal, CHDP, Head Start, WIC, or at risk for lead poisoning, should be tested at age 1 and 2. Health insurance plans will also pay for this test. Ask your child’s doctor about blood lead testing.

For more information, go to the California Childhood Lead Poisoning Prevention Branch’s website at www.cdph.ca.gov/programs/clppb, or call them at (510) 620-5600.

Symptoms of Lead Exposure

Most children who have lead poisoning do not look or act sick. Symptoms, if any, may be confused with common childhood complaints, such as stomachache, crankiness, headaches, or loss of appetite.