

Feather River College
Child Development Center
Information and Procedures

Parent's Name: _____

Child's Name: _____ Start Date: _____

- ✓ Staff, TA's, ECE Students (Ratios)
- ✓ Parent Orientation
- ✓ Program Philosophy
- ✓ Curriculum Planning/Highlights
- ✓ Parent Participation: Share Your Talents, Volunteer, etc.
- ✓ Field Trips
- ✓ Parent Meetings/Activities
- ✓ Parent Newsletter
- ✓ Parent Conferences 2 x Year (DRDP)
- ✓ Open Door Policy
- ✓ Hours of Operation
- ✓ CDC and the FRC Schedule of Holidays
- ✓ Communication
- ✓ Notify the CDC within 5 days of any changes: income, family size, residence, employment, classes, etc.
- ✓ Check Your Parent Pouch Daily
- ✓ Child's Cubby: Change of clothes (label), toys from home, shoes....
- ✓ Soft Toys/Blanket
- ✓ Sign In/Out With Legal Signature
- ✓ Call before 8 A.M. if Not Coming
- ✓ Sick Child Policy
- ✓ Absence Slips: Legal/Excused Absences and 10 Days Of Unexcused Absences
- ✓ Notify the Office 2 Weeks Prior to a Vacation
- ✓ Billing: The First of the month, for that month, for your scheduled hours
- ✓ Meals: Healthy BLS. Family Style.
- ✓ Mid-Morning Snack Donation
- ✓ Other Donations/Needs Will Be Posted
- ✓ No Peanut Butter
- ✓ Diapers and Wipes
- ✓ Family Handbook Given
- ✓ Tour Of The CDC

Parent/Family Signature: _____ Date: _____