

Enrollment & Admission



Enrollment Process:

1. Schedule a tour and meet with the Director.
2. Complete and submit the Enrollment Application and the Non-refundable Registration Fee.
3. Submit required documentation: immunization records, birth certificate, emergency contact forms, signed parent agreement, and more.

Admission Criteria:

The admission and student contract sets forth the parents' and guardians' obligation to make payments to Westminster Child Center (ERPC). Parents, you must fill out the documents, sign them, and date them before your child's start date. Children must meet the age requirement for their classroom. The administrator must receive all required documentation before the child's start date. Enrollment is ongoing based on availability.

Enrollment Waitlist:

Families may place their names on our waitlist if a classroom is full. The waitlist operates in chronological order based on the date applications are received. The administrator will notify the Parent or Guardian when a space becomes available. If a parent on the waitlist is not ready for enrollment, your child's name will be moved to the end of the waitlist.

Tuition & Payment Policies



Tuition Rates:

Rates vary based on full-time or part-time schedules. A current rate sheet is provided upon inquiry and during enrollment.

Payment Schedule:

Tuition is due on the first business day of each month. A late fee of \$25 applies after the 3rd day of the month.

Accepted Payment Methods:

- Electronic payments via our parent portal. (Procare Solution App)**
- Checks payable to ERPC. (Eagle Rock Presbyterian Church)**
- Zelle for ERPC eaglerockpres@gmail.com**

Additional Fees:

- Late Pickup Fee: \$1 per minute after 5:30 pm to each closing staff.**
- Returned Check Fee: \$35.**
- The annual Registration Fee is due on January 1st.**
- The annual Facility Fee is due on March 1st.**
- Late payment Fee \$25**

Refunds & Withdrawals:

No refunds are issued for vacations, absences, holidays, school closures, or early withdrawal. A two-week written notice is required to end enrollment.

***Please note the tuition rates and other additional fees are subject to change. The Director will notify the parents in advance of any changes.**

Arrival & Dismissal Procedures



Arrival:

- Children must arrive no later than **9:00 am** to ensure participation in our full morning program. If you are running late, please message the Director via Procure or call the office at **323 256-8086**.

Parents or guardians must sign their child in/out using the attendance system and check in with the classroom teacher.

- Teachers will conduct daily health checks at drop-off.

Dismissal:

****Dismissal Procedures:****

To ensure the safety and well-being of our children, only those individuals explicitly listed on the child's emergency contact form are permitted to pick them up at dismissal time. To protect every child, anyone unfamiliar or newly designated as a pickup person must show a valid photo ID. This procedure helps us verify their identity and maintain a secure environment. All persons authorized to pick up a child must be 18 or older.

Parents and guardians should remember the pickup time: no later than 5:30 pm. Please be aware that late pickup fees will be incurred if parents arrive after this time.

Please note that Westminster Child Center (ERPC) is not responsible for a child after they are released to an authorized person. The person picking up the child must sign the child out. Community Care Licensing requires that once your child is signed out for the day, you must leave the school premises, including the parking lot. It is due to legal and liability issues. The staff is reliable for other children who have not been picked up yet, and we ask that you don't allow your child to run around or play during pickup time. I thank you in advance for your understanding.

Parents, please do not allow your child to run and play in the parking lot.

Transition Support & Court Orders



Transition Support:

We recognize that saying goodbye can be complicated for children and their parents, often filled with mixed emotions. We emphasize the importance of calm and consistent farewells to make this transition as smooth as possible. Our teachers are trained to offer emotional support, guiding children through their unique separation routines. They create a nurturing environment that helps children feel safe and secure, ensuring they can adapt more quickly to their time away from home. By fostering this sense of safety, we aim to ease the hearts of children and parents during these parting moments.

Court orders:

If a court order has been in place, you must notify Westminster Child Center and bring a certified copy of the court order or restraining order to place in your child's file. You may also create an unauthorized pickup list if there are any changes in the legal custody of the child while they are enrolled at Westminster Child Center. The Parent or Guardian must notify the administration immediately and provide the Director with a certified court order confirming the changes in custody. Please note that we are not in the middle of family issues but will follow the court order and continue to provide a safe and caring environment for the child.

HEALTH AND SAFETY PROCEDURES



HEALTH AND SAFETY PROCEDURES

Medical Assessment Requirements:

Before accepting a child into the Center, the Parents(s)/Guardian(s) shall provide the Center with a completed physician's form. The medical assessment must have been performed within the last year by or under the supervision of a licensed physician. In addition, the assessment must contain all of the following:

1. A record of the infectious or contagious diseases that would preclude care of the child by the Center.
2. Test for Tuberculosis.
3. Identification of any special needs or problems of the child.
4. Identification of any prescribed medications being taken by the child.
5. Ambulatory status,

(Title 22, California Code of Regulation 101220, 101320)

If the assessment is unavailable at enrollment, the Parent(s)/Guardian(s) will provide the Center with a medical appointment date.

Immunizations:

Before being admitted, each child must be immunized as required by law. The State of California has enacted a new law regarding immunizations, Senate Bill 277, requiring all children enrolled in California schools, public or private, to be immunized according to the California Department of Public Health.

All children attending the WCC must be vaccinated according to the schedule by the California Department of Public Health or on track to complete this schedule per their most recent immunizations. Personal Belief Exemptions previously received will no longer be valid moving forward from this date. If we do not have a current vaccination record for your child demonstrating the most current immunizations received, it will affect your enrollment at WCC.



Illness:

The Center cannot permit any child who is ill with a contagious or communicable disease to attend. If, in the opinion of the staff, a child arrives and is sick, the staff member will refuse to admit the child; if a child becomes ill while at the Center, the staff will immediately notify the Parent/Guardian and isolate the child until the child is picked up. The Parent/Guardian or authorized person must pick up the child within two hours.

Any child with a temperature of 100F or above, or a child who is vomiting and has diarrhea or copious nasal discharge, is considered ill to be at the Center. A child sent home with a fever, vomiting, diarrhea, and nasal discharge may not return until they have had a normal temperature and are free of the above symptoms for at least twenty-four hours. The Parent/Guardian is expected to communicate with the Center when the child is absent.

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*** Fever:**

- * A temperature of 100°F (38°C) or higher.**
- * Children should remain home until fever-free for 24 hours without using fever-reducing medication.**

*** Vomiting:**

- * One or more episodes of vomiting within 24 hours.**
- * Children should stay home until they have not vomited for 24 hours.**

*** Diarrhea:**

- * Frequent, loose stools.**
- * Children should stay home for 24 hours until the diarrhea is gone.**

*** Contagious Illnesses:**

- * Known or suspected contagious illnesses like:**

- * COVID-19**

- * Flu (influenza)**

- * Chickenpox**

- * Strep throat (until 24 hours after starting antibiotics)**

- * Pinkeye (conjunctivitis)**

- * Hand, Foot and Mouth**

- * Severe Cough or Difficulty Breathing:**

- * A persistent cough that interferes with activities or causes breathing difficulties.**

- * Wheezing or shortness of breath.**

- * Rash:**

- * An unexplained rash, especially if accompanied by a fever or other symptoms.**

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- * **Rashes that are weeping fluid.**
- * **Other Concerning Symptoms:**
- * **Unusual lethargy or lack of energy.**
- * **Severe ear pain.**
- * **Mouth sores with drooling.**
- * **Severe abdominal pain.**

They must stay home for 24 hours or more, and depending on the symptoms, your child may need a doctor's note to clear them to return to the Westminster Child Center.

*** Communication: Parents must communicate promptly with the Center about any illness affecting their child. It is essential to provide this information to ensure your child receives the appropriate care and support they need.**

*** Hygiene:**

We kindly urge you to promote the importance of handwashing and other essential hygiene practices at home. These habits are crucial in preventing the spread of illness among our children. Our dedicated staff is committed to creating a safe and clean environment during school hours, ensuring that all children receive the support they need while learning. Together, we can foster a healthier community for everyone.



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We kindly ask for your cooperation in adhering to our illness policy, as it plays a crucial role in preventing the spread of illnesses and ensuring the safety of all our children. To help facilitate this, we recommend establishing a backup plan for when your child is unwell. Having a designated arrangement in place can be immensely beneficial, particularly for working parents who may find it challenging to miss time from work. Your understanding and support in this matter are greatly appreciated as we work together to maintain a healthy environment for everyone.

Head Lice:

If a case of head lice is suspected, the student will be screened to verify the presence of head lice/nits. If head lice/nits are identified, the Center will contact the Parent/Guardian. The Parent/Guardian must come to the school and take the child home. Information on head lice will be provided to the Parent/Guardian, and treatment must be performed as soon as possible. The child may not return to school on the same day, and the parent/guardian is expected to keep the child home until the child is head lice/nit free. Once a child returns to school, the Center will re-examine the student for evidence of head lice/nits. If any are found, the student needs to return home.

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Plan of Operation for Incidental Medical Services

Westminster Child Center (WCC) staff shall be instructed on Inhalers and EpiPens at scheduled First Aid & CPR recertification. Therefore, at least two persons shall always be trained on campus. Currently, WCC will not administer Glucagon, G-Tube feeding, or ileostomy bags.

All doctor-prescribed medications, Epi-pens, inhalers, and nebulizers are kept in a locked cupboard in each classroom with the LIC 9221 form.

Universal precautions shall be followed when administering all medications, as well as intermittent healthcare and first aid.

Plan to ensure proper safety precautions, such as wearing gloves during any procedure involving potential exposure to blood or body fluids, performing hand hygiene immediately after removing and disposing of gloves, and safely disposing of all relevant materials.

Following an IMS occurrence, treatment is logged in the medical record book (LIC9221), and parents are notified by phone.

The staff will take the medication from the medicine cupboard upon evacuation. Teachers shall take any medication needed for children under their supervision during any activity, event, or field trip away from campus.

Administering Inhaled Medication

- 1) The licensee or staff person has been provided with written authorization from the minor's Parent or Legal Guardian to administer inhaled medication and authorization to contact the child's healthcare provider. The authorization shall include the telephone number and address of the minor's Parent or Legal Guardian.
- 2) The licensee or staff person complies with specific written instructions from the child's physician to which all of the following shall apply:
 - a. The instructions shall contain all of the following information:
 - i. Specific indications for administering the medication under the physician's prescription.
 - ii. Potential side effects and expected response.
 - iii. Dose form and amount to be administered under the physician's prescription.
 - iv. Actions to be taken in the event of side effects or incomplete treatment response under the physician's prescription.
 - v. Instructions for proper storage of the medication.
 - vi. The telephone number and address of the child's physician.
 - b. The instructions shall be updated annually.
- 3) The licensee or staff person that administers the inhaled medication to the child shall record each instance and provide a record to the minor's a parent or legal Guardian daily.

EpiPen Jr. and EpiPen

The following applies to the use of the EpiPen Jr. or the EpiPen:

1. Use the directions as prescribed by a physician.
2. Keep ready for use at all times.
 - a. EpiPens are kept in each classroom in a cupboard that is out of reach of children, but accessible to adult staff.
 - b. Teachers take first aid kits with them to any event outside activity or field trip and keep them under their immediate supervision and availability.
3. Protect from exposure to light and extreme heat.
4. Note the expiration date on the unit and replace the unit before that date.
5. Replace any auto-injector if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and the EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)
6. Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

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.Carrying out the Medical Orders of a Child's Physician/Medication

1. Parent/Authorized Representative Written Permission

- The licensee obtains express written consent from the child's Parent or authorized representative to permit the licensee or designated facility staff to carry out the physician's medical orders for a specified child.

1. Physician's Medical Orders:

- The licensee has obtained from the child's parent/authorized representative a copy of written medical orders prescribed by the child's physician. The medical orders will include:
 - i. A description of the incidental medical service needed, including identification of any equipment and supplies needed.
 - ii. A statement by the child's licensed physician that a layperson can safely perform the medical orders.
 - iii. Describe the child's licensed physician and the training required of the facility licensee or staff to carry out the physician's medical orders for a specified child. Describe whether the training can only be provided by a licensed medical professional.
 - iv. Suppose the medical orders include medication administration by a designated layperson. In that case, the physician's orders shall consist of the name of the medication, the proper dosage, the method of administration, the time schedules by which the medication is to be administered, and a description of any potential side effects and the expected protocol, which may include how long the child may need to be under direct observation following administration of the medication, whether the child should rest and when the child may return to normal activities.

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1. Compliance

The licensee will be responsible for ensuring the following:

- The facility has obtained from the Parent or an authorized representative of the child the medication, equipment, and supplies necessary to carry out the medical orders of the child's physician.
- The person(s) designated to carry out the medical orders prescribed by the child's licensed physician will not in any way assume to practice as a professional, registered, graduate, or trained nurse.
- At least one of the persons designated and trained to carry out the physician's medical orders will be onsite or present at all times when the child is in care.

1. Facility Record Keeping and Notification

- Maintain a written record of when the medical orders have been performed, including if medications have been administered, and inform the parent/authorized representative of each occurrence when the medical orders have been carried out.
- The Centrally Stored Medication and Destruction Records form (LIC622) is available for maintaining records.
- Maintain a copy of the parent/authorized representative's written authorization in the child's file.
- Maintain a copy of the physician's written medical orders in the child's file.
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Prescription Medications Policy

In centers where the licensee chooses to handle medications, the licensee must obtain written approval and instruction from a child's Parent or authorized representative before administering any physician-prescribed medicines to a child.

Staff shall administer prescription medication according to the label directions prescribed by the child's physician after obtaining written approval and instructions from the child's Parent or authorized representative.

Emergencies:

Suppose a child is injured or becomes seriously ill at the Center; the child will be taken to the nearest hospital. The parents will be notified immediately. The Consent Form Medical Treatment form allows the Center to transport and treat your child.

Disaster Emergency Preparedness:

We are aware that we may experience a significant earthquake at any time. The staff performs established procedures for your child's safety during and after an earthquake. The staff prepares the child by doing earthquake drills. We also maintain emergency supplies at the Center. Our experience with small earthquakes is that we do not have damage or injuries. It is recommended that you do not call the Center in the event of a small earthquake; assume all will be okay. In the event of a significant earthquake, please do not call the school; come yourself or send someone for your child, if possible. If you cannot pick up your child, we will care for your child to the best of our ability.