



## Riverside CA Handbook Addendum REV 5/2016

*Precious Cargo Inc. dba Childrens Lighthouse of Riverside*

19743 Lurin Ave., Riverside, CA 92508 951-653-6688 [Riverside@ChildrensLighthouse.com](mailto:Riverside@ChildrensLighthouse.com)

**OPERATIONAL HOURS AND DAYS CLOSED:** *Childrens Lighthouse, Riverside* is open Monday – Friday from 6:30am to 6:30pm. We are closed for observance of the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If a holiday is on Saturday, we will be closed on Friday for observation of the holiday. If holiday is on Sunday, we will be closed on Monday to observe the holiday. Our center closes early at 3:00pm on Friday after Thanksgiving, Christmas Eve and New Year’s Eve.

**IMMUNIZATIONS:** Please ask Center Director for a required list of immunizations for Childcare enrollment or refer to [www.ShotsforSchool.org](http://www.ShotsforSchool.org). All children are required to have immunizations prior to enrollment date.

**HEALTH AND SAFETY:** To minimize the spread of illness and maintain the health of all children at the center, your child may be sent home if your child is not well enough to participate in the daily activities. We have a strict 24 hour fever free / symptom free without medicine policy for children to return to our care.

If your child has a specific medical need, please speak to the Director to make sure we can develop a plan to meet your child’s specific needs. **Blood-Glucose Monitoring:** We will provide blood-glucose testing for children in our care who are diagnosed with diabetes. We will need parent to provide parent authorization, a Federal Food and Drug Administration approved test device, a form to communicate test results, written permission for each staff member authorized (see office for form), written instructions from child’s physician which include proper use of monitoring device, how to determine if the test results are within normal, symptoms of hypoglycemia or hyperglycemia and action to take when results are not within normal and the phone numbers to reach the physician and parent or authorized representative.

**DAILY ROUTINES, HOLIDAYS AND CELEBRATIONS:** Our center offers childcare to all interested families; our enrollment policies are based on non-discriminatory policies and laws. **Our center is owned by a Christian family and offers a program that reflects those values.** The children in our care are taught to pray and be thankful. We celebrate many holidays including Easter and Christmas with Christian and secular traditions. We use Bible stories to enhance our academic curriculum and our character values curriculum. If you have any questions about the Christian values in our center, please talk to the Center Director.

**VIDEO MONITORING ACCESS:** In addition to the policies set forth in the Parent Handbook, it is our policy to give parents access to the primary classroom their child(ren) is enrolled in. We do not give access to opening or closing classrooms or during times a child is visiting another classroom.

**EMERGENCY PREPAREDNESS:** Our center has an emergency plan to keep all children safe in numerous situations and a safe evacuation if needed. In the event of an emergency temporary relocation the site below is our authorized evacuation site should there be a need to move the children off property.

Mark Twain Elementary 18411 Krameria Ave. Riverside, CA, 92508 951-789-8170

**PARENT COMMUNICATION:** Center activities and events are communicated through postings on the classroom board in hallway, Parent information board in hallway, postings in front office area, Facebook, newsletters, website calendar, emails, parent handouts and our electronic daily reports. Parent participation for events such as class parties, class activities, school events, etc. is always welcomed. Please check your daily report and child’s file regularly.

**STATE LICENSING AND REPORTING INFORMATION:** You may review the State Childcare Standards at [www.dss.cahwnet.gov/ord/PG240.htm](http://www.dss.cahwnet.gov/ord/PG240.htm). Childcare centers are regulated by CA Department of Social Services, Community Care Licensing. The local office is located at 3737 Main Street, Riverside, CA 92501 Ste. 700 and may be reached by calling 951-782-4200.

Community Care Licensing has the right under authority of the California Health and Safety Code to interview children at any time, and to review any written records and documentation regarding an enrolled child that is otherwise considered confidential.

I have read and understand the policies and have been given a copy to keep.

\_\_\_\_\_  
PRINT CHILD’S NAME

\_\_\_\_\_  
PRINT PARENTS NAME

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

\_\_\_\_\_  
DATE