Berkeley Unified School District
Early Childhood Education

Parent Handbook

King CDC: 1939 Ward St.

Franklin: & Hopkins:
1460 8th St. & 1810 Hopkins St.

Maria Carriedo  Early Childhood Education Principal: 510-644-4533
Josh Reed  Early Childhood Education Program Coordinator: 510-644-2893
Community Care Licensing: 510-622-2602

2021-2022

Welcome to Our Program

Thank you for choosing the Berkeley Unified School District Early Childhood Education program for your child. It is our goal to provide a high quality, comprehensive preschool educational program for all eligible children and their families.

We are committed to providing an educational program with activities that facilitate a child’s individual learning style in physical, cognitive, social and emotional development. We strive to have centers which provide a warm, safe and nurturing environment for young children, so that they can develop a sense of trust and belonging. We work to provide an environment where teachers ensure children feel safe, and where children are encouraged to explore materials as well as establish relationships with peers and adults that help in developing their learning experiences in a racially integrated, linguistically diverse environment.

Welcome to our program! We look forward to working with your family during these exciting preschool years.

Sincerely,

Maria D. Carriedo, Principal for Early Childhood Education
Josh Reed, Program Coordinator for Early Childhood Education

Legal Requirements

Our programs are currently funded through our contracts with California Department of Education Child Development Division with our California State Preschool Program (CSPP) contract under Title 5, federally funded through Head Start and nutrition program, and Proposition 98 funds for Quality Rating and Improvement System (QRIS).
NON-DISCRIMINATION STATEMENT

The Berkeley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, age, religious creed, gender, sexual orientation, gender expression, marital or parental status, ancestry, national origin, ethnic group identification, disability, medical condition, homelessness or foster status, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. Discrimination based on protected class includes sexual harassment, sexual violence, and bullying. All inquiries or concerns regarding BUSD's nondiscrimination policy 5145.3 or the filing of discrimination complaints should contact:

District Compliance Officer & Title IX Coordinator
Office of the Superintendent
2020 Bonar Street Berkeley, Ste. 113
Berkeley, CA 94702
Phone: 510.486.9338
Fax: 510.644.7712

Inquiries may also be referred to the:
Office for Civil Rights
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
Telephone: 415-486-5555
FAX: 415-486-5570; TDD: 800-877-8339
Email: ocr.sanfrancisco@ed.gov

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.
PROGRAM PHILOSOPHY
We believe that quality preschool is vital for all children. The BUSD Early Childhood Education Department provides preschool programs that nurture young children’s physical, cognitive, social and emotional development, as well as develop kindergarten school readiness skills, empower families and respect the cultural and linguistic diversity and unique characteristics of our families.

GOALS & OBJECTIVES
1. Provide preschoolers with experiences and activities that contribute to their physical, cognitive, social and emotional development by using Creative Curriculum, Positive Behavioral Systems, Desired Results Developmental Profile, and CA Preschool Learning Foundations and Framework.
2. Provide preschoolers with a curriculum designed to meet the developmental needs of young children.
3. We provide confidentiality with all records and information in our centers.

VISION STATEMENT
Through teacher and parent collaborations we strive to promote child-centered play and learning in all aspects of children’s development. Our students will leave preschool as confident, caring, responsible, and eager children who enjoy school and are ready to participate in all life experiences and environments.

Registration Offices

King Child Development Center
1939 Ward Street, Berkeley, CA 94703
Phone: 510-644-6358 Fax: 510-644-7711
Contact Person: Margo Wilson

Hopkins Child Development Center
1810 Hopkins Street, Berkeley, CA 94707
Phone: 510-644-8939 Fax: 510-644-6715
Contact Person: Delia Lopez-Caloca

Franklin Child Development Center
1460 Eight Street, Berkeley, CA 94710
Phone: 510-644-6339 Fax: 644-7710
Contact Person: Maura Blanco

Community Care Licensing
Oakland Regional Office
1515 Clay St., Suite 1102
Oakland, CA 94612
510-622-2602
Community Care Licensing Department Complaint Hotline: 1-844-538-8766
Eligibility and Enrollment Requirements/Guidelines

All applications for services are made at the Registration Offices located in the King CDC, Hopkins, and Franklin Child Development Centers.

We enroll children into our preschool who are potty-trained and between the ages of two years, nine months and five years old. This age category is in alignment with Alameda County CSPP Pilot programming. There is a waiting list and openings are filled according to the eligibility priorities. Eligibility is based on the State and Federal guidelines and is determined at the time of application. If your child has a disability, reasonable accommodations will be made under ADA regardless of their special needs.

Once you have been notified by the principal or secretary at the site that there is a space for your child, you will need to come to the site, complete the paperwork and meet with the secretary or designee regarding the certification process of your child in the program. You will have three days to complete the registration process after notification.

Guidelines
We are one of the state-subsidized programs in Alameda County.
We determine eligibility based on factors determined by the State including; income, family size, and other needs. There is no guarantee that you will receive assistance through a subsidized child care program because regulations may change due to budget and/or State guidelines.

ELIGIBILITY
Documents such as:

- Working Schedule
- Looking for Work Plan
- Attending school or in training
- Print-out of classes
- Homeless
- Medically incapacitated
- Receiving Child Care Protective Services (CPS)
- Your income falls at or below 85% of the state median income

Other documents necessary when enrolling:

- Proof of birth records (of all your children)
- Proof of residency
- First parent and second parent information
- Family income such as paycheck stubs

The following Requirements Apply to CSPP Preschool Enrollment:
Admission Enrollment Priorities: (Ed Code 8236)

a. **First priority**: three- or four-year-olds who are recipients of child protective services (CPS), or who are identified as at-risk of abuse, neglect, or exploitation.

b. **Second priority**: eligible four-year-old children in income ranking order.

c. **Third priority**: All CSPP eligible three-year-old children in income ranking order.
Age Eligibility CSPP MB 14-02 & Alameda Pilot Child Care Program

“CSPP eligible three-year-olds” who, regardless of their chronological age, will have their third birthday on or before December 1, of the fiscal year they are being served.

“CSPP eligible four-year-olds” who, regardless of their chronological age, will have their fourth birthday on or before December 1, of the fiscal year they are being served.

“CSPP eligible five-year-olds” who will have their fifth birthday on or before September 1 of the fiscal year they receive services, and who were receiving full-day services as a CSPP eligible four-year-old on or before June 30, may remain in a CSPP program until the child begins kindergarten, but no later than September 30.

Enrollment Process

- Notification Process
- Documents to Bring for Appointment/Submit electronically by a specific date
- Application for Service

How to Qualify for the Program

The parent is responsible for providing documentation of the family’s total countable income and the contractor is required to verify the information, as described below. The parent(s) shall document the total countable income for all the individuals counted in the family size. Eligibility:

1. Family has a child who is at risk of abuse, neglect, or exploitation, or receiving child protective services through the county welfare department
2. Family is a cash aid recipient
3. Family is income-eligible
4. Family is homeless – when the basis of eligibility stated on the application for services is homelessness, the family data file shall include documentation of homelessness. The documentation of homelessness shall include a written referral from an emergency shelter or other legal, medical, or social service agency, or a written parental declaration that the family is homeless and a statement describing the family’s current living situation.

The parent is responsible for providing documentation of the family’s total countable income and the contractor is required to verify the information. The contractor shall calculate total countable income based on income information reflecting the family’s current and ongoing income.

Half-Day Program

Families in Half-day preschool programs are certified 24 months or end of the fiscal year. CSPP Half-day programs do not assess a Family Fee.
Family Size
The size of the family, or composition of the family size, is initially determined by the number of adults and children that the applicant parent presents to your agency and who are identified on the application. “Family” means the parents and the children for whom the parents are responsible, who comprise the household in which the child receiving services is living. For purposes of income eligibility and family fee determination, when a child and his or her siblings are living in a family that does not include their biological or adoptive parent, “family” shall be considered the child and related siblings.

Birth record for each child counted in the family size
The number of children shall be documented by providing one of the following documents, as applicable:
1. Birth certificates;
2. Court orders regarding child custody;
3. Adoption documents;
4. Records of Foster Care placements;
5. School or medical records;
6. County welfare department records; or
7. Other reliable documentation indicating the relationship of the child to the parent.

Self-Certification, Absent Parent and Single Parent Status
If only one parent has signed an application for enrollment in child care services, and the birth record information for the children counted in the family size indicates that there is a second parent who has not signed the application, the parent who has signed the application shall self-certify single-parent status under penalty of perjury (Sections I and V, Confidential Application for Child Development Services and Certification of Eligibility) The parent who has signed the application shall not be required to submit additional information documenting the presence or absence of the second parent.

Parent Appeal information:
Notice of Action - Whenever an agency makes changes to child care services (for example, by approving or denying services, by changing the approved hours of care, or by terminating services), the agency must notify you by giving you a document called a “Notice of Action” (NOA). The NOA will inform you of the type of action taken, the reasons for the action, and the date when the action shall take effect. Parents must file a notice to appeal the action within 14 days from the date the NOA is given to the parent, or 19 days if mailed to the parent. Your Notice of Action provides you with specific instructions for appealing an action. Please keep a copy of your NOA. If a parent disagrees with the local hearing appeal decision, the parent may appeal for a state review of the local hearing decision. The Parent Appeal Information Pamphlet (attached) provides information regarding the two levels of appeal described above. Please see your Notice of Action for specific instructions on how to appeal.

When a family voluntarily requests a reduction to their family fee by reporting a change such as family income, days and hours of care needed, or family size, the contractor must reassess the family fee as described above. The parent must provide documentation to support the reported change. The family fee reduction takes effect on the first of the month following the receipt and approval of the required supporting documentation. This documentation may not be used to make any other changes to the family’s service agreement (MB 20-13).
**Reporting and Recording Attendance.** The excused absence written policy must conform to the Title 5 excused absence categories:

1) Illness or quarantine of the child or parent. May include child or parent medical appointments
2) Court-ordered visitations, the family data file shall contain a copy of the Court Order.
3) Family Emergency, **may** include illness of siblings and other sudden and unexpected emergencies **such as** transportation issues. COVID-19 (Precautionary)
4) Best Interest of the Child (BIC). Except for children who are recipients of protective services or at risk of abuse or neglect, excused absences "in the best interest of the child" shall be limited to ten (10) days during the fiscal year. Best Interest absences are from the standpoint of the parent, considered to be in the best interest of the child, e.g., to be with family, religious activity, or day to be with the parent.

**Absence Policy**

**Unexcused Absence**

Ten unexcused Absences by subsidized student families jeopardize the grant for all families and may result in termination of services. An unexcused absence is anything not listed under excused absence or best interest days.

**Excused Absence (CCR- Section 18066)**

*Absences may be excused for:*

- Illness of child (written on attendance sheet)
- Illness of the parent
- Quarantine (specific reason) via court or doctor order
- Court-ordered visitation with absent parent (court order must be on file)
- Court attendance (document must be on file)
- Family emergency (for example death, funeral, fire, acts of nature, public transportation failure, eviction, personal transportation failure, car accident, sibling illness, or other unusual circumstance) **beyond your control** must be reported to the Principal and will be evaluated on a case by case basis

**Best Interest Days**

Best Interest Days are limited to ten (10) days per fiscal year (July 1 – June 30) per child. More than 10 best interest absences result in payment for that day for attendance. Failure to list a reason for your child’s absence will result in an unexcused absence.

Best Interest Days include:

- Vacation
- Out of town
- Religious holiday
- Time spent with a non-custodial parent or with grandparents
- Occasional special event
- School program/field trip
- Child’s birthday
- Other reasons which are clearly in the best interest of the child
Notice to Parents regarding changes in state Law, July 2, 2017, for initial certification, continuing certification, and phase out recertification (Alameda Pilot Child Care Program).

At initial certification, a family will be considered income-eligible if that family’s adjusted monthly income is at or below 85% percent of the SMI, adjusted for family size.

Once determined and certified as income-eligible for services, families remain income-eligible until their adjusted monthly income exceeds 85 percent of the most recent SMI, adjusted for family size. The schedule of income ceilings to establish ongoing income eligibility is included in MB 20-12 Recertification.

Contractors must notify parents, at the time of initial certification, and at recertification, the dollar amount that equals 85 percent of the SMI, based on their family size. Parents are required to report when their family income exceeds the 85% dollar amount for their family size within 30 days.

When family income exceeds the identified 85% of SMI for the family size, the contractor must dis-enroll the family and issue a Notice of Action (NOA) citing the family has exceeded the 85 percent of the SMI adjusted for family size.

Specifically, contractors must inform the parent in writing of the maximum adjusted monthly income the family could earn, based on the family size most recently certified, before the family is no longer income-eligible for services. To do this, the contractor must provide the family with a copy of the most recent Schedule of Income Ceilings (85percent SMI) for Recertification.

Family INCOME SCALE June 2021
Management Bulletin 21-09 Recertification Schedule of Income Ceilings (85 percent SMI) for Recertification Child Care and Development Programs

Effective June 16, 2021, contractors must:
- Use the Schedule of Income Ceilings (85 percent SMI) for the Recertification chart when determining ongoing income eligibility for families receiving subsidized childcare and development services.

Schedule of Income Ceilings (85 percent SMI) for Recertification

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Family Monthly Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>$5,889</td>
</tr>
<tr>
<td>3</td>
<td>$6,511</td>
</tr>
<tr>
<td>4</td>
<td>$7,441</td>
</tr>
<tr>
<td>5</td>
<td>$8,632</td>
</tr>
</tbody>
</table>
**Family Fee** - Families will be assessed either a flat monthly full-time fee or part-time fee, based on hours of care certified for the month, income, and family size. Families with a certified need of fewer than 130 hours per month will be assessed a part-time fee while families with a certified need of 130 hours or more per month will be assessed a full-time fee. The assessment of the family fee is based on a family fee schedule issued by the California Department of Education.

The family fee is paid prior to service each month. No adjustment is made for excused nor unexcused absence. The Family Fee is assessed based on the family’s child enrolled for the longest period of child care. Family fees shall be considered delinquent after seven (7) calendar days from the date the fees were due. A Notice of Action shall be issued for delinquent family fees.

Child care services shall be terminated two (2) weeks from the date of the Notice unless all delinquent fees are paid before the end of the two (2)-week period for NOA appeal. Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for child care and development services until all delinquent fees are paid. The program shall accept a reasonable plan from the parent(s) for payment of delinquent fees. Child care service shall continue to be provided to the child, provided the parent(s) pays current fees when due, and complies with the provisions of the repayment plan.

For new family fees due as the result of recertification and updates to the family file, an NOA must be issued to the family showing the new fee to be imposed and contain an effective date either 14 or 19 calendar days after service of the NOA, depending upon whether the NOA was personally served or mailed to the family. The fee is due on the first of the month following the effective date of the NOA.

**Credit for Fees Paid to Other Service Providers:**
This section shall apply to child care and development services provided by someone other than the contractor:

(a) When a contractor cannot meet all of a family's needs for child care for which eligibility and need as specified in Education Code Section 8263(a)(1) and (a)(2) have been established, the contractor shall grant a fee credit equal to the amount paid to the other provider(s) of these child care and development services.

(b) The contractor shall apply the fee credit to the family's subsequent fee billing period. The family shall not be allowed to carry over the fee credit beyond the family's subsequent fee billing period.

(c) The contractor shall obtain copies of receipts or canceled checks for the other child care and development services from the parent. The copies of the receipts or canceled checks shall be maintained in the contractor's fee assessment record.
Documentation of Need for Full-day Preschool.

Upon establishing initial eligibility or ongoing eligibility for services, a family shall be considered to meet all eligibility and need requirements for those services for not less than 24 months, (except seeking employment 12 months) before having their eligibility or need recertified. Families have a right to voluntarily report changes if: It reduces the family fee, It increases the family's services, It extends the period of eligibility. (Title 5 section 18084.2) and Alameda County Pilot.  Families shall, within thirty (30) calendar days, notify the enrollment office if the family's gross monthly (pre-tax) income exceeds the maximum allowable income ceiling (85 percent SMI). and shall not be required to report changes to income or other changes for at least 24 months Education Code (EC), Section 8261(h)(1)

Each adult counted in the family size must have a need for child care services. If it is determined by the enrollment specialist that there is no documented need for subsidized child care, a Notice of Action to deny or terminate services will be issued. The following are some Title 5 regulatory categories of documentable need for childcare and adjusted to meet the Alameda Child Care Pilot Requirements:

1. At Risk of Abuse or Neglect - When the basis of need is At Risk of Abuse or Neglect, a child who has been identified by a legally qualified professional in a legal, medical, social services agency, or emergency shelter as being at risk of abuse, neglect, or exploitation, and referred for child care and development services. At-risk/CPS families may receive a 24-month fee exemption when a legally qualified professional from a legal, medical, social services agency, or emergency shelter specifies in the referral that it is necessary to waive the family fee. For families with a fee exemption, income information will not be required and fees will not be assessed or collected.

If the referral from the legally qualified professional from a legal, medical, social services agency or emergency shelter does not waive the fee, income information must be obtained from the family. Fees must be assessed and collected, as applicable, based on the most recent fee schedule issued by the CDE, CDD. Fee assessment and collection will begin on the first day of enrollment unless the fee is waived.

2. Child Protective Services (CPS) - When the basis of need is CPS, a written referral from a legal, medical, social service agency, or emergency shelter is required. The written referral shall include a statement that the child is at risk of abuse or neglect and that the child care services are needed to reduce or eliminate that risk. CPS shall certify that the child is receiving protective services and that child care is a necessary part of the CPS plan. Note: A “legally qualified profession” means a person licensed under applicable law and regulation of the State of California to perform legal, medical, health, or social services for the general public.

3. Employment – When the basis for need is employment, means of verification may include but is not limited to: Pay Stubs, Record of Wages, Proof of Self-Employment, and/or Tax Returns, as well as completed Employment Verification Form.

4. Homeless - When the basis for need is homelessness, a self-declaration of homeless form needs to be submitted. This document acknowledges that you are seeking permanent housing and asks you to submit a plan to secure a fixed, regular, and adequate residence.

5. Vocational training leading directly to a recognized trade, para-profession, profession, or education degree - When the basis of need is training, child care services may be authorized for six years from initiation of services. Twenty-four semester units, or its equivalent after the attainment of a Bachelor’s Degree. Parents must identify a vocational, occupational, or educational degree objective.

6. Seeking employment - When the basis for need is seeking employment, participants may be approved to seek employment for not less than 12 months, working days, and for no more than 32.5 hours per week.

7. Seeking permanent housing for family stability – When the basis of need is seeking permanent housing, participants may be approved to seek permanent housing for no more than 32.5 hours per week for consecutive working days, Monday to Friday.

8. Incapacity - When the basis of need is Incapacity, child care and development services shall be based on the documentation provided by the legally qualified health professional which shall include; a statement that the participant is incapacitated and
incapable of providing care and supervision for the child. The documentation must identify the extent to which the participant is incapable of providing care and supervision. Child care cannot exceed 50 hours per week.

**Admission Procedure**

Parents are expected to have a personal interview with the secretary, administrator or principal in order to:

1. Discuss questions about the school program.
2. Discuss health, educational and social/emotional information about your child.
3. Complete health and emergency forms.
4. Review policies and procedures.

**Arrival and Pick-Up of Children**

1. It is the adult’s responsibility to bring the child into the center and sign the child in. Under no circumstances should you send the child in alone.

2. Adults are to indicate the time plus a full signature in ink at each arrival and departure.

3. If your child is going to be absent, please notify the center. **Be sure to specify a reason for the absence. For example, Family Emergency if there was a sudden death in the family. In addition, when returning to school and if the child was ill be specific regarding the type of illness and write it directly on the sign-in sheet and sign your name in full.**

4. Children will be released only to those authorized and responsible individuals you have designated on the emergency card. If staff is unfamiliar with the person picking up your child, they will ask for photo identification to make sure that person is authorized by the parents/guardians.

5. You may arrange for someone (14 years or older) who is NOT listed on the emergency card to pick up your child in one of two ways; 1)Parent writes a note which includes the date and name of the authorized person who will pick up that day. 2) Call the teacher one hour before pick-up time.

6. In order to deny a parent the right to pick up a child, there must be a court order to that effect and there must be a copy in the center file. Please provide a photo of the person named in the court order.

7. **Upon departing school and after you have signed the child out of their classroom, the parent and child must leave the center (this includes the play yard) and not delay departure. The school is not responsible for your child after they are signed out for the day.**

8. **Do not leave your child in a classroom, playground, and/or street alone.**

9. Please check your child’s backpack for papers, art, and any wet clothes that need to go home (please restock a set of dry clothes as needed).

**Late Pick-Up of Children**

It is very important that each child be picked up at the time your classroom closes (depending on the hours of your class).

1. In an emergency, please phone the center immediately. You and the staff can then work out a safe pick-up arrangement. Late pick-up also refers to your contracted hours. For example, if your hours end at 3:00, then 3:05 p.m. is late.

2. Parents who are late in picking up their child/children 3 times will receive a notice of termination, Notice of Action.
Health Requirements

To ensure the health of all children in our program, the following health information is required before entry into the program:

1. A statement by a physician, indicating that your child is in good health, both physically and emotionally.

2. Bring your child’s Immunization Record. The Immunization Record must show the date for each required shot. If you do not have an Immunization Record, or your child has not received all required shots, call your doctor now for an appointment. SB 277 law does not allow for exemption of immunizations for Personal Belief Exemption (PBE) based on personal or religious beliefs for children in child care.

3. Fill out the Child’s Preadmission Health History – Parent Report, Licensing Form 702.

4. If the child has to have medication administered on-site, the parent is required to train classroom staff and also give permission to staff to administer the medication based on the medical action plan. A Medication Consent and Training Form needs to be filled out by parent and staff on the first day the child is enrolled.

Emergency Information Requirements

It is essential that we have accurate emergency information on each child. You will need to fill out two (2) emergency cards for your child when you register. In the event of a serious injury or emergency, we will make every attempt to contact you or any other adult on the emergency card.

We need current home and work or school phone numbers, plus phone numbers for several other adults who can be reached in the event of illness or late pickup. Please notify the other adults that you have listed their names on your child’s emergency card. Updating all contact information is required throughout the year.

Illness

For the protection of all children, state regulations require that all children be checked daily for illness before entering the group.

If your child was ill the night before or has complaints of sore throat, stomach ache, headache, fever, or appears ill in the morning, please keep him/her at home. A child should be symptom-free (without medication) for 24 hrs. before returning to school. In addition, during COVID 19 we are following District and City Health guidelines that are subject to change. We are not able to care for sick children. If your child becomes ill during his/her time with us, we will contact you so that you may pick up your child (sick child pick up is within 30 min. of notification by either parent or other authorized adult). It is important that the center has up-to-date and current emergency telephone numbers and alternative pick-up contacts.

Undiagnosed rashes require a doctor’s note when the student returns to school.
Medication
In order for us to administer medicine to your child, we need a written statement from the doctor, stating the kind of medicine, amount of dose, time of administration, under what circumstances the medication should be administered, any side effects, and how the staff is to respond if the problem continues after the required dose is given (for example, as in the case of an asthmatic child who continues to wheeze). Parents must also sign the Pre-K Health Form #22, available at any of our registration offices, which gives the teacher or designated school personnel permission to administer the medication. All medication needs to have a doctor’s label with the child’s name on it and all the information above. We cannot administer over-the-counter medication without the above Pre-K Health Form #22 being completed.

Please keep the school fully informed as to new allergies or medications.

The Staff
Our program has a total of 19 preschool teachers (6 special education teachers), and 54 instructional assistants so that we can maintain a 1:8 adult: child ratio. The Administrators for Early Childhood Education supervise all three school site programs and are accessible to parents upon telephone request or by appointment. Our teaching staff is culturally diverse and includes many bilingual adults. In addition to meeting state requirements for licensing and teacher credentialing, all of our staff participates in ongoing training and education. Curriculum specialists work with both children and staff in areas of music, movement, literacy, gardening, and art to provide enrichment to the daily programs. We have one secretary and part-time clerical assistant III and custodian at each site as well.

Under a partnership with the Federal Berkeley YMCA Head Start Program; additional support services are provided by two family advocates, a health manager, and an educational monitoring manager.

Special Services
- **Vision Screening**: Vision screening is available at a scheduled date for all children. Parents are encouraged to alert the teacher if they feel there is a problem or need as well.
- **Hearing Screening**: Hearing Screening is available at a scheduled date for all children. If there is a problem, parents are encouraged to follow up through their private resources.
- **Speech and Language Pathologist**: Teachers or parents may make referrals to the Speech Therapist if there are concerns. Following the referral, the Speech Therapist observes the child in the classroom. A parent may then be contacted to sign an assessment form. The signed form gives the Speech Therapist parental consent to formally assess the child.

Students with Special Needs
The BUSD Preschools are committed to serving children with varying needs and abilities. We comply with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA). Our Preschools will provide children with special needs reasonable accommodation to participate in activities, programs, and services. If you feel that your child requires an accommodation to participate in activities, please contact the Program Supervisor.
RTI2

Response to Intervention and Instruction (RTI2): RTI2 is a multi-step approach that Berkeley Unified School District utilizes to provide services and intervention to our students. The goal of RTI2 is to support the academic, social, and emotional needs of all students. This approach includes providing high-quality instruction in the classroom to meet the majority of students’ needs. For some students, additional small group support is suggested to provide for more specific and targeted interventions in a certain area. And for a few students, a more individualized intervention may be appropriate. All interventions are closely monitored, which allows the teachers to determine whether some children could benefit from further interventions in order to master the necessary skills related to early academics and behavior regulation/classroom expectations.

In the Early Childhood Program, all students are observed by their teachers and classroom staff, and teachers complete assessments (DRDP) and review the parent-completed screen (ASQ-3) in order to determine student's development and learning. Parents and teachers discuss these at parent-teacher conferences. Teachers attend monthly RTI2 meetings with support staff to be able to provide the appropriate support and resources to all students.

Days and Hours of Operation
BUSD Preschools has three calendars. The Part-day program is a 190-day program, 9:00 am to 12:00 pm and 12:30 pm to 3:30 pm class. The Integrated/ Special Education classes are 180 days and for four hours each day. The start times for the integrated/SPED classes vary by site. The Full-day classes are a 240-day program, and hours vary by site and classroom. However, a full-day class during the COVID-19 pandemic is a 6.5-hour class.

Daily Schedule for Preschool
A classroom calendar and a daily schedule are posted in your child’s classroom and sent to the families via email/Learning Genie. These calendars will help you stay aware of daily activities and ongoing curriculum. Many of the activities available throughout the day are focused on specific themes being taught and other activities focus on physical, social and emotional development. Most often, our day begins with free choice activity centers and breakfast. Children should arrive at school within the first half-hour from the start of their classroom time. Children participate in a variety of directed learning and discovery activities throughout the day. Weather permitting, children spend part of each morning indoors in both directed and free choice activities, and part of each morning outdoors where they also have a choice of a variety of teacher-directed or unstructured activities. Daily activities include storytime, art, blocks, books, science discovery, writing center, music, and dramatic play. Small manipulative games and puzzles are available for children to select. Outdoor activities also include equipment for large motor development such as riding a tricycle, ball skills, and climbing. In the full-day classrooms, a healthy breakfast is served the first 30 minutes of the day in the morning and lunch is served around noon. For full-day programs, following a hot lunch, children rest as part of their day. The afternoon program continues the emphasis on directed learning and discovery learning with time for both indoor and outdoor activities. Special activities such as Library, Gardening, and Music & Movement are scheduled throughout the week. These activities are noted in the classroom calendar.
Meals Provided
Meals are prepared and delivered by the district. Children will be provided the required number of meals depending on the specific program they are in.

- Part-day program – snack only
- Integrated/SPED Class- snack and hot lunch
- Full day program – breakfast and hot lunch
- Extended day program – breakfast, hot lunch, and snack

Field Trips - Due to COVID-19 we are postponing our yearly field trips.

Transportation
No transportation will be provided unless required by Special Education Services for District transportation.

Open Door Policy

We encourage parent involvement and education at our preschools (EC 8261 and 5 CCR 18275). When you enroll your child in our preschools the secretary will review eligibility criteria and priorities for enrollment, fee requirements, and due process procedures. Due to the COVID-19 pandemic, parents are limited on campus at this time.

Families will receive an orientation that includes topics such as program philosophy, program goals and objectives, program activities during Back to School Night. In addition, twice a year you will have individual conferences with the classroom teacher. This is a great time to share information between staff and parents concerning your child’s progress. There will be additional virtual parent meetings and parent workshops offered during the year. You can also participate virtually in our Preschool School Site Council (SSC) once a month and advise us on issues related to services to families and children.

We encourage parent participation in activities that parents can help prepare from home whenever possible. You can speak with the classroom teacher, secretary, and/or principal to discuss participation, ideas, activities, etc. Your help is always welcome and it is great to have children see their parents participating in their education at such a young age.
Notice of Action; Parental Right to Appeal Process

When you receive your Notice of Action, you have the right to appeal the action. Your request for an appeal meeting must be written on Form CD-7617 (reverse side of the Notice of Action in the section of Appeal Information – Step 1). A copy of the Notice of Action is in Appendix A.1 and A.2. Your request to the agency representative must be received within 10 days of the action. If you need an additional form you may obtain one at the Registration Offices.

If the parent disagrees with the written decision, the parent has 14 calendar days in which to appeal to the CDD. If the parent(s) do(es) not submit an appeal request to the CDD within 14 days, the parents’ appeal process shall be deemed abandoned and the Program Administrator may implement the intended action.

To protect your appeal rights, you must follow the instructions described in each step listed below on your Notice of Action.

STEP 1: Complete the following appeal information to request a local hearing on the back of the Notice of Action.

STEP 2: Mail or deliver your local hearing request within 14 days of receipt of this notice to the site mentioned in Step 2 of the Notice of Action on page 2.

STEP 3: Within ten (10) calendar days following the agency’s receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative are required to attend the hearing. If you or your representative do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented.

STEP 4: Within ten (10) calendar days following the hearing, the agency shall mail or deliver to you a written decision.

STEP 5: If you disagree with the written decision of the agency, you have 14 days from the date of the written decision to file an appeal with the California Department of Education (CDE). Your appeal to CDE must include the following documents and information: (1) a written statement specifying the reasons you believe the agency’s decision was incorrect, (2) a copy of the agency’s decision letter, and (3) a copy of both sides of this notice. Mail your appeal to the following address:

California Department of Education
Child Development Division
1430 N Street, Suite 3410
Sacramento, CA 95814
Attn: Appeals Coordinator
Phone #: +916-322-6233

STEP 6: Within 30 calendar days after the receipt of your appeal, CDD will issue a written decision to you and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of CDE’s decision letter.

Withdrawal

Please give two weeks advance notice if it is necessary to withdraw your child from the program.

District Uniform Complaint Procedure

The District has a formal uniform complaint procedure. If you have a complaint or concern and would like to fill out a form, please see the school secretary and/or go to our Berkeley Unified School District Website and search Uniform Complaint Procedures Form or go to...

Termination Of Childcare Services
Non-toilet trained child (after reasonable attempts to accomplish). BUSD Preschools do not serve children in diapers unless they have an (IEP with BUSD).

Child Abuse and Neglect
The BUSD Office of Early Childhood Education will report any suspected child abuse to the Department of Social Services. All staff is trained and required to report suspected child abuse.

911 Emergency Service
If immediate medical care is required, the 911 Emergency Service will be called to take your child to Children's Hospital. A staff member will stay with your child until you arrive.

Discipline Policy and Procedures
GOAL: Every child has a right to a safe and productive environment while attending our Early Childhood Education programs and Special Day classes. This discipline policy has been developed to protect that right.

THE DISCIPLINE PROCESS
1. PARENT/TEACHER CONTACT
Because Pre-Kindergarten children are in the process of learning appropriate social behaviors, and because their skills are still in a formative stage, we will contact parents (with the exception of severe behaviors, such as biting, or some specific dangerous bodily harm to another child) only if the child's behavior is excessive, or out of the range of normal 2.9 to 5-year-old behavior.

2. DISMISSAL
Steps for dismissal are indicated below. In a situation where a child is posing a physical threat to children, or where a child is behaving uncontrollably, the parent(s) may be required to keep the child out of school until staff and parent(s) have met and agreed on a plan of action to modify the child’s behavior. If the child has not responded to all of the above assistance and is still a threat to other children, a Notice of Action will be provided to the parent before the child will be dismissed from the program. In addition, see California State Education Codes 48900 for grounds for suspension and expulsion, and 48915 for reasons for expulsion and procedures.

3. TYPES OF DISCIPLINE NOT PERMITTED
No corporal punishment nor violation of personal rights shall be permitted in disciplining children (Community Care Licensing, Title 22 Personal Rights, 101223). All staff are forbidden from using any corporal punishment, which may be defined as the use of negative physical touching. Some examples are spanking, slapping, tapping, pulling of arms, ears, or hair, pinching and lifting by the arm against the child's will if for a punitive reason. This list is not all-inclusive. In addition, the staff is not allowed to use any handling techniques that inflict pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other action of punitive nature.
EARLY CHILDHOOD EDUCATION CODE OF CONDUCT

Name ______________________________ Position _________________________________

This Policy applies to community members, volunteers, and parents.

POLICY: Courteous and respectful behavior between and among program participants is essential for Berkeley Unified School District Child Development Centers to achieve its mission, help assure a positive environment and promote the safety and security of children and families, and staff.

Standards of Conduct: All parents and volunteers will:

1. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability;

2. Follow program confidentiality policies concerning information about children, families and other staff members;

3. Leave no child alone or unsupervised while under their care and not leave children unattended during registration, visitation, pick-up, and drop off;

4. Use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, or humiliation; not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs;

5. Conduct themselves personally and professionally in a manner that reflects positively upon the program’s reputation and upon the children and families the program serves; and

6. All volunteers are required to report any suspected child abuse to the Protective Services, the police and/or Community Care Licensing.

The Berkeley Unified School District Child Development Centers will not tolerate the following behavior by parents, volunteers, or anyone else involved with the program. Examples of violations could include but are not limited to the following:

- Threats to staff, parents or children,
- Physical or verbal punishment of a child,
- Swearing or cursing,
- Smoking, bringing drugs, alcohol or weapons to program sites or events,
- Interfering with daily routine(s) while staff are attending to children,
- Quarreling, verbal fighting, loud shouting and displays of anger,
- Physical violence,
- Inappropriate or excessive displays of physical contact between adults,
- Any form of sexual harassment, including physical demonstrations, leering, and inappropriate touching, and
- Inappropriate dress, including, for example, a low-cut top, bare midriff or clothes with words or pictures inappropriate for young children.
If a parent/volunteer violates the standards of conduct, we reserve the right to:

1. Restrict access to program children, classrooms and activities,
2. Terminate the child’s enrollment,
3. Remove the child’s name from the waiting list,
4. Contact Child Protective Services,
5. Contact Community Care Licensing,
6. Contact the police, or
7. Take civil or criminal action.

PROCEDURES:
1. The staff person who witnesses the violation will speak directly with the person in private when possible, practical and if safety is not an issue, and report to the site supervisor.

2. When safety is threatened, staff will call the police. This could be, but is not limited to when parents continue to quarrel, fight or threaten children, staff, or other parents or adults.

3. Staff will notify the Principal as soon as is practical and as immediately as possible. In the Principal’s absence, the site supervisor should be notified.

4. The Principal will determine the program response to the violation and will notify the person(s) involved.

EARLY CHILDHOOD EDUCATION CODE OF CONDUCT

Name ____________________________ Position ____________________________

I have read and agree to abide by the program’s Code of Conduct.

Signature: ____________________________

Circle One:
Parent/Guardian/Volunteer          Date: ____________________________
Other Parent Important Information

1. Please label clothing, etc., with your child’s name. Many garments are similar and labeling helps children locate and be responsible for their possessions. The Lost and Found basket is located in the office. Parents/guardians must label clothing or it will be placed in lost & found.

2. Every child needs to have an extra set of clothing at school. (As your child grows, you might want to replace the clothes.)

3. Formal Parent-Teacher conferences are held twice a year for preschoolers to discuss your child’s progress, etc. Informal conferences with teachers and/or staff may be held anytime at your request or the teacher’s request.

4. In keeping with our policy of open communication between staff, children and family, we encourage you to keep staff informed of important changes or events at home and please discuss any concerns with the staff.

5. Please do not send gum, candy, and/or money to school.

6. Please do not send toys from home. (Toys come to school for special occasions - your child's teacher will inform you of the appropriate time.)

7. In case of a serious accident, you will be contacted immediately. If you cannot be reached, someone on your emergency card will be called; for this reason it is important that the center has up-to-date and current emergency telephone numbers and alternative pick-up.

8. Services may be terminated at the discretion of the agency if:
   a. A child is hurtful to him/herself or to others.
   b. A parent is abusive to staff and/or other parents.

BASIC SCHOOL RULES:
Please review the rules with your child. Ask them to explain the rules to you after.

1. PLEASE REVIEW INDOOR and OUTDOOR BEHAVIOR EXPECTATIONS with your child (Next Page)
2. Be Helpful, Be Kind, and Be Safe (3 B’s)
3. Ask Permission
4. Follow Directions
5. School toys stay at school.
6. Candy, gum and junk food stay at home.
7. Toys, including dangerous objects, play guns and swords must stay at home.
8. Keep our school clean.
### Indoor Behavior Expectations for BUSD Preschoolers

<table>
<thead>
<tr>
<th><strong>Be Helpful</strong></th>
<th><strong>Be Kind</strong></th>
<th><strong>Be Safe</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>● Share/take turns</td>
<td>● Play cooperatively; Use positive words</td>
<td>● Use walking feet</td>
</tr>
<tr>
<td>● Help clean up</td>
<td>● Respect space and boundaries</td>
<td>● Keep hands to yourself</td>
</tr>
<tr>
<td>● Invite others to join</td>
<td>● Laugh together</td>
<td>● Wash hand before meals and after using the bathroom</td>
</tr>
<tr>
<td>● Ask for help when needed</td>
<td>● Build a sense of community</td>
<td>● Use materials appropriately</td>
</tr>
<tr>
<td>● Use a calm voice</td>
<td>● Include others in play</td>
<td>● Clean up materials when done</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Help solve problems</td>
<td></td>
</tr>
</tbody>
</table>

### Outdoor Behavior Expectations for BUSD Preschoolers

<table>
<thead>
<tr>
<th><strong>Be Helpful</strong></th>
<th><strong>Be Kind</strong></th>
<th><strong>Be Safe</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask for help when needed</td>
<td>● Play cooperatively</td>
<td>Have places for both quiet and noisy play</td>
</tr>
<tr>
<td>Share/take turns</td>
<td>● Have empathy when a child is hurt – like a pat on the back or asking, “What’s wrong?”</td>
<td>Have planned group activities and games</td>
</tr>
<tr>
<td>Help clean up</td>
<td>● Invite others to play</td>
<td>Equipment is in good condition</td>
</tr>
<tr>
<td>Care for the environment</td>
<td>● Use positive words</td>
<td>Adults are engaged in all areas</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Follow school yard rules</td>
<td></td>
</tr>
</tbody>
</table>

The indoor and outdoor behavior expectations are for our BUSD preschool children. We are using the 3 Bs (Be Helpful, Be Kind, and Be Safe) to model expected behavior.
Berkeley Unified School District
Bullying Complaint Form (Policy 5131.2)

School: ________________________________

**Definition of bullying:** Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, that inflicts physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the victim’s school performance or participation. Bullying is often characterized by an imbalance of power.

Name of Student/ Date of Report:
Parent/Guardian/School Staff/Community member (if filing on behalf of a student):
Person(s) your complaint involves:
Date(s) of incident:
Where did the incident take place?
Did you report this incident of bullying previously?
If yes, to whom?
When?

Please describe your complaint in as much detail as possible. (Use back of form or extra sheets of paper if necessary.) Attach any documents related to this complaint.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Signature: _________________________________________________________ Date: __________________

Please submit this form to the school Administrator/Principal. If you need assistance completing this form, please contact your site Administrator/Principal.
Appendix B

CHILD CARE CENTER
NOTIFICATION OF PARENTS’ RIGHTS

PARENTS’ RIGHTS
As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.

2. File a complaint against the licensee with the licensing office and review the licensee’s public file kept by the licensing office.

3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.

4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.

5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.

6. Receive from the licensee the name, address and telephone number of the local licensing office.

   Licensing Office Name: ___________________________________________________________
   Licensing Office Address: _________________________________________________________
   Licensing Office Telephone #: ___________________________________________________

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.

8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice “Registered Sex Offender” database, go to www.meganslaw.ca.gov

LIC 995 (9/08) (Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS’ RIGHTS
(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of ____________________________________________, have received a copy of the “CHILD CARE CENTER NOTIFICATION OF PARENTS’ RIGHTS” and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

_____BUSD Preschools____
Name of Child Care Center

_________________________________________  __________________________
Signature (Parent/Authorized Representative)   Date

NOTE: This Acknowledgement must be kept in child’s file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice “Registered Sex Offender” database go to www.meganslaw.ca.gov

============================================================================================================ LIC 995 (9/08)
COVID-19 Guidance Addendum

*Subject to change per City of Berkeley and School District Guidelines

What do I do if my child has COVID-19 symptoms* with no known exposure?
(aapplies to VACCINATED and UNVACCINATED children)

**Common symptoms of COVID-19:**
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Comfort**
- Reassure your child
- Explain as appropriate for your child's stage of development

**Get Tested**
- Contact your child's health care provider
- Get your child tested right away

**If child tests positive**
- Your child must follow Isolation Instructions for at least 10 days
- Keep your child at home and away from others
- Notify your child's school about the test results right away

**Isolate**
- If child tests negative **OR** does not get tested

**Return to School after Isolation**
- If your child had COVID-19, they can go back to school when:
  1. They have completed Isolation: **AND**
  2. They have had no fever for at least 24 hours (without medicine): **AND**
  3. They feel better.

**Return to School After Negative or No Test**
As long as your child does NOT test positive, they can return to school when:
- They have no fever for at least 24 hours (without medicine) **AND**
- They feel better (symptoms are improving) **PLUS** at least 1 of the following:
  - Your child tests negative for COVID-19: **OR**
  - You provide documentation from a health care provider that your child's symptoms are from another diagnosis: **OR**
  - It's been at least 10 days since their symptoms began.

^ Check school/program policy before sending your child back.

Where can my child get tested?
Testing can be done by your child's health care provider or at a FREE COVID-19 test site. Find one here:
CityofBerkeley.info/get-tested/

Scenario 1: Has Symptoms, Revised 8.13.21
KEEP YOUR CHILD HOME FROM SCHOOL WITH ANY OF THESE SYMPTOMS

COVID-19 SYMPTOMS (CDC)
- Fever (100° or higher)
- Chills
- Cough
- Shortness of Breath or Difficulty Breathing
- Fatigue
- Muscle or Body Aches
- Persistent Headache
- New Loss of Taste or Smell
- Sore Throat
- Congestion or Runny Nose
- Nausea or Vomiting
- Diarrhea

BUSD school staff will also be expected to remain at home if they are experiencing any of these symptoms.
UNVACCINATED CHILD WAS A CLOSE CONTACT

What do I do if my UNVACCINATED child was a "close contact"* of someone who tested positive for COVID-19?

**Comfort**
- Reassure your child
- Explain as appropriate for your child’s stage of development

**Quarantine**
- Your child must follow Quarantine Instructions
- Keep your child at home and away from others

**Monitor**
- Monitor your child for symptoms of COVID-19:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

**Get Tested**
- Contact your child’s health care provider
- If your child has symptoms, get your child tested right away
- If your child does NOT have symptoms, get tested 5 - 7 days after the exposure

If child tests positive:
- Your child must follow Isolation Instructions for at least 10 days
- Keep your child at home and away from others
- Notify your child’s school about the test results right away

If child tests negative:
- Continue Quarantine
  - Your child must continue to Quarantine for at least 10 days
  - Keep your child at home and away from others
  - Notify your child’s school about the test results right away

Return to School after Quarantine:
- Your child can go back to school after they have completed Quarantine

Return to School after Isolation:
- If your child had COVID-19, they can go back to school when: (1) they have completed Isolation: AND (2) they have had no fever for at least 24 hours (without medicine); AND (3) they feel better.

Where can my child get tested?
Testing can be done by your child’s health care provider or at a FREE COVID-19 test site. Find one here: CityofBerkeley.info/get-tested/

*Close contact is a person who spent at least 15 minutes within 6 feet of someone with COVID-19, all at once or cumulatively, over a 24-hour period while the person was infectious. A person with COVID may be infectious starting 2 days before they exhibit symptoms or take a test that gets a positive result until 10 days after.

If the exposure happened at a K-12 school, your child may be eligible for modified or shortened quarantine. For more information, check with your school’s COVID Liaison. (Effective at the start of the 2021/22 school year.)

*Check school/program policy before sending your child back.

Scenario 2a: Close Contact - Unvaccinated, Revised 8.13.21
WHAT DO WE DO IF MY CHILD TESTS POSITIVE FOR COVID-19?

What do I do if my child tests positive for COVID-19? (applies to VACCINATED and UNVACCINATED children)

Comfort
- Reassure your child
- Explain as appropriate for your child's stage of development
- Notify your child's health care provider and your child's school about the test results

Isolate
- Your child must follow Isolation Instructions for at least 10 days
- Keep your child at home and away from others

Monitor
- Monitor your child for symptoms of COVID-19:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

Isolation with Symptoms
- If your child has symptoms:
  - Follow Isolation Instructions for at least 10 days from when the symptoms started

Isolation with No Symptoms
- If your child has no symptoms:
  - Follow Isolation Instructions for at least 10 days from when their positive test was collected

Return to School - Symptoms
- Your child can go back to school when:
  - (1) they have completed Isolation; AND
  - (2) they have had no fever for at least 24 hours (without medicine); AND
  - (3) they feel better.

Return to School - No Symptoms
- Your child can go back to school when:
  - they have completed Isolation

Where can my child get tested?
Testing can be done by your child's health care provider or at a FREE COVID-19 test site.
Find one here: CityofBerkeley.info/get-tested/

Scenario 4: Tests Positive, Revised 8.13.21

▲ Check school/program policy before sending your child back.