

# Child Development Center



**HOURS:** The CDC is open from 645-1700 Monday through Friday year round. We observe all Federal Holidays, and are closed 4 additional days per year for staff in-service training.

## AGE GROUPS

- **Infant Room:** 6wks-13 months  
(Maximum of 8 with 2 teachers)
- **Toddler Room:** 12 months-2yrs  
(Maximum of 10 with 2 teachers)
- **Jr. Preschool:** 2 year olds  
(Maximum of 14 with 2 teachers)
- **Pre-K:** 3 years until Kindergarten  
(Maximum of 24 with 2 teachers)

**RATES:** Rates are based on TFI (total family income) of all members living in the household. TFI includes (but is not limited to :)

- 1) Monthly base income
- 2) Monthly BAH (*offset* for senior member only) regardless of living on/off base.
- 3) Monthly BAS
- 4) Monthly clothing allowance (STD)
- 5) Any *other* adult income in the home.

TFI does *not* include alimony or child support, worker's compensation or unemployment benefits.

**PROGRAMS:** Registration paperwork and payments must be current for ALL care.

**Full time care** is available from opening to closing daily, based on the needs of your family.

**Part time PK** is available from 8 AM to 12 Noon, Mon – Fri for children 3-5 years of age. Additional hours are available through Hourly Care.

**Hourly Care** (\$7/hr) is based on availability and is at the discretion of administration. There is a 10 hour per week limit on drop in care.

**OUR PHILOSOPHY:** The purpose for Child Development Services Programs is to assist Coast Guard personnel, military and civilian, in balancing the competing demands of family life and the accomplishment of the Coast Guard mission, and to improve the economic viability of the family unit (COMDTINST M1754.15).

## GENERAL INFORMATION

**Phone:** 707-765-7334; **Fax:** 707-765-7093

**Director:** Noel Mitchell, [Nicole.N.Mitchell@uscg.mil](mailto:Nicole.N.Mitchell@uscg.mil)

**Assistant Director:** Evette Earl, [Evette.J.Earl@uscg.mil](mailto:Evette.J.Earl@uscg.mil)

**Trainer:** Carol Diemer, [Carol.Diemer@uscg.mil](mailto:Carol.Diemer@uscg.mil)

**Location:** The CDC is located aboard TraCen, Petaluma through base housing on Pennsylvania Ave. in the blue building. Look for our tricycles in the yard!

**Size:** TRACEN CDC is 1 of only 9 Coast Guard CDC's and has a capacity of 54 children.

**Registration & Payments:** All CDC forms will be completed for each child prior to enrollment and updated annually or as needed. The Application is available on-line at: [http://weblink.donorperfect.com/uscg\\_childdev\\_register](http://weblink.donorperfect.com/uscg_childdev_register)

Our Welcome Packet, including Rate information, and our SOP can be accessed at [www.uscg.mil/hq/TracenPetaluma/services/CDC/default.asp](http://www.uscg.mil/hq/TracenPetaluma/services/CDC/default.asp)

**Wait list:** If space is unavailable, a \$25 fee will place your child on the wait list. This does not guarantee a slot. Wait list fees are nonrefundable but applicable to the registration fee should a slot be offered to you. We follow COMDTINST M1754.15 instruction with regards to priority.

**Meals:** The CDC serves daily breakfast, lunch, and an afternoon snack and follows CACFP (Child Adult Care Food Program) guidelines. In addition, we serve formula and baby food to infants. There is no extra cost for meals.

This institution is an equal opportunity provider.



We are accredited by the National Association for the Education of Young Children (NAEYC). What does this mean? At the *heart* of the framework and standards are **the children**. NAEYC criteria lead to higher quality programs while recognizing that all children have individual learning styles, strengths, and needs. We believe that positive relationships between the children and caregivers (teachers) are fundamental to a harmonious environment that promotes learning and growth.

We are consistently striving for improvement and want to partner *with parents*. We recognize you as your child's first teacher, and have an "open door" policy for parents of enrolled children to visit at any time.

# Petaluma CDC Rates as of 2018

Tier	Total Family Income*	Full Time Per Month	Part Time PK is available from 8:00 AM to 12:00 PM and includes breakfast and lunch.		
			5 Days	M/W/F	T/Th
I	< = \$31,794	<b>\$250</b>	\$155	\$112	\$81
II	\$31,795 – \$38,604	<b>\$340</b>	\$205	\$140	\$99
III	\$38,605 – \$49,959	<b>\$430</b>	\$260	\$168	\$117
IV	\$49,960 – \$62,448	<b>\$550</b>	\$335	\$224	\$153
V	\$62,449 – \$79,482	<b>\$670</b>	\$405	\$266	\$180
VI	\$79,483 – \$91,918	<b>\$750</b>	\$455	\$294	\$198
VII	\$91,919 – \$108,138	<b>\$820</b>	\$495	\$322	\$216
VIII	\$108,139 – \$135,220	<b>\$850</b>	\$515	\$336	\$225
IX	\$135,221 +	<b>\$880</b>	\$530	\$350	\$234

When space is available Hourly Care is available for \$7.00 per hour and is limited to 10 hours per week. Parents who need more than 10 hours per week will be accommodated on a case-by-case basis if space allows.

\*Total Family Income, per COM 1754.15, is the earned income for adult members of family, including wages, salaries, tips, long-term disability allowances, subsistence allowances and basic quarters allowances or the in-kind equivalent. Geographic cost of living allowance (COLA) and variable housing allowance (VHA) are not included. This definition shall be used in determining total family income for sliding fees scales.

Our program guidelines indicate that fees charged should be 50-75% of commercial child care rates/fees for this geographic area, but at the same time should avoid a loss or putting the center in a position where a subsidy is necessary to cover expenses.

# Keep me home if...

**I'm vomiting.**

**I have head lice.**

**I have diarrhea.**

**I have an eye infection.**

**I have a sore throat.**

**I'm just not feeling very good.**

**I have a rash.**

**We have a fever.**

2 or more times in 24 hours.

AND have not had my first treatment yet.

2 or more watery stools more than usual.

Red eyes with white or yellow mucus AND haven't seen a doctor yet.

With fever or swollen glands.

Unusually tired, pale, lack of appetite, confused cranky or in pain.

AND fever or mouth sores with drooling.

AND sore throat, cough, rash, vomiting, diarrhea, pain or just not feeling good.

## WHEN YOUR CHILD IS SICK:








1. HAVE PLANS FOR BACK UP CHILD CARE.
2. TELL YOUR CAREGIVER ABOUT YOUR CHILD'S SIGNS OF ILLNESS, EVEN IF YOUR CHILD STAYS HOME.

Thanks to the Seattle-King County Department of Public Health and The California Childcare Health Program for this information.

# CDC Parent Participation Program Information



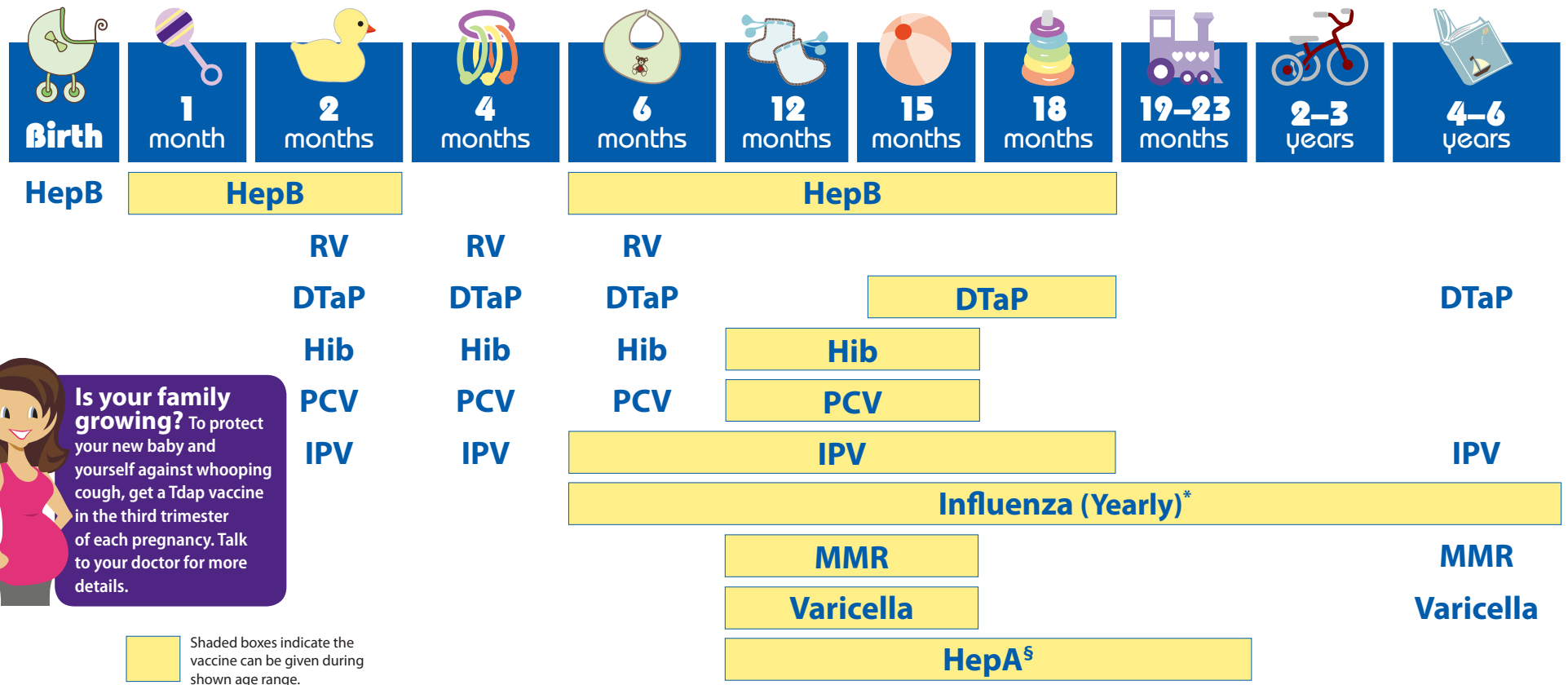
## How Parent Participation Points Work:

-  Participation Points may be accumulated from month to month until the parent or family earns **10** points to receive a **10%** reduction on one month's fee for one child.
-  When parents are interested in volunteering, they should contact management at the CDC to begin the participation process.
-  Parents will utilize a Parent Participation Sign in Sheet in order to track points.
-  Participation hours may be accrued in no less than  $\frac{1}{2}$  hour increments.
-  Points are non-transferable to other families.
-  Reduction must be applied prior to first of the month billing. [The reduction will be applied to the first of the month payment rather than the mid-month (15th) payment.]
-  Points do not expire as long as the Family holds a valid registration; unused points will be carried forward from year to year when registration is renewed.

## Examples of ways to earn Points:

<b>Program Evaluation – Accreditation, assisting with parent surveys, classroom evaluations, etc</b>	1 pt per hour spent
<b>Parent Education – Attend CDC-sponsored parent education session or PAC meeting.</b>	2 pts per session/meeting or 1 pt per hour spent in preparation of PAC agenda.
<b>Community or Special Events – Coordinate a volunteer effort or work a shift at a community event, function or production. (Does not include points for attendance alone)</b>	1 pt per hour of time spent
<b>Classroom Activities – Participate in program activities, assist on field trips, assist with lunchtime, share talent, etc.</b>	1 pt per hour of time spent
<b>Program-Wide Projects – Repair toys and equipment, prepare newsletter, assist in CDC office, assist in maintaining staff or parent libraries, create bulletin boards, etc.</b>	1 pt per hour of time spent
<b>Individual Projects – Make games, record books on CD, create prop boxes, sew or make classroom materials.</b>	TBD in advance. Consideration given to time spent.

# 2014 Recommended Immunizations for Children from Birth Through 6 Years Old



**Is your family growing?** To protect your new baby and yourself against whooping cough, get a Tdap vaccine in the third trimester of each pregnancy. Talk to your doctor for more details.

Shaded boxes indicate the vaccine can be given during shown age range.

**NOTE:** If your child misses a shot, you don't need to start over, just go back to your child's doctor for the next shot. Talk with your child's doctor if you have questions about vaccines.

**FOOTNOTES:** \* Two doses given at least four weeks apart are recommended for children aged 6 months through 8 years of age who are getting a flu vaccine for the first time and for some other children in this age group.  
 § Two doses of HepA vaccine are needed for lasting protection. The first dose of HepA vaccine should be given between 12 months and 23 months of age. The second dose should be given 6 to 18 months later. HepA vaccination may be given to any child 12 months and older to protect against HepA. Children and adolescents who did not receive the HepA vaccine and are at high-risk, should be vaccinated against HepA.

*If your child has any medical conditions that put him at risk for infection or is traveling outside the United States, talk to your child's doctor about additional vaccines that he may need.*

SEE BACK PAGE FOR MORE INFORMATION ON VACCINE-PREVENTABLE DISEASES AND THE VACCINES THAT PREVENT THEM.

For more information, call toll free **1-800-CDC-INFO** (1-800-232-4636) or visit <http://www.cdc.gov/vaccines>



**U.S. Department of Health and Human Services**  
Centers for Disease Control and Prevention



American Academy of Pediatrics



DEDICATED TO THE HEALTH OF ALL CHILDREN™

## Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
<b>Chickenpox</b>	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
<b>Diphtheria</b>	DTaP* vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
<b>Hib</b>	Hib vaccine protects against <i>Haemophilus influenzae</i> type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
<b>Hepatitis A</b>	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic, and blood disorders
<b>Hepatitis B</b>	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
<b>Flu</b>	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
<b>Measles</b>	MMR** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pinkeye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
<b>Mumps</b>	MMR** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness
<b>Pertussis</b>	DTaP* vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
<b>Polio</b>	IPV vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
<b>Pneumococcal</b>	PCV vaccine protects against pneumococcus.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
<b>Rotavirus</b>	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration
<b>Rubella</b>	MMR** vaccine protects against rubella.	Air, direct contact	Children infected with rubella virus sometimes have a rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
<b>Tetanus</b>	DTaP* vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

\* DTaP combines protection against diphtheria, tetanus, and pertussis.

\*\* MMR combines protection against measles, mumps, and rubella.

## **CHILD DEVELOPMENT SERVICES AND CHILDREN WITH SPECIAL NEEDS (Encl. 1)**

Coast Guard Child Development Centers (CDC) and Coast Guard Family Child Care (FCC) Homes include children with special needs (e.g., asthma, allergies, physical disabilities, vision and hearing problems, attention deficit disorder, developmental disabilities, behavior challenges and mental health conditions, etc.) in their programs. To ensure that the special needs of your child could be adequately met and managed at our facilities, the following documents must be obtained and reviewed by the Special Needs Resource Team (SNRT), prior to your child's placement in our care:

1. CDC/FCC enrollment forms, Child Health Form (Encl.4), and child immunization records.
2. Medical documentation specifically addressing the following;
  - a. Nature of child's disability or special need.
  - b. The child's special requirements for care, diet, and medication.
  - c. Special accommodations that the facility must make to accept the child.
  - d. Physician's opinion that the child will benefit from the type of program offered.
3. Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP).

The goal of this process is to share information to ensure the success of your child's placement in our programs. You will be notified of the time of the meeting. You are encouraged to invite to the meeting a knowledgeable professional who could present details about your child's special needs. The team will make recommendations about your child's placement at the time of the meeting, or as soon as all required documentation is received and reviewed.

If for any reason, we would not be able to care for your child in our facility, we would provide you with information about alternative programs.

**For further information about the Special Needs Resource Team (SNRT) or Coast Guard Special Needs Program, please contact:**

**Family Resource Specialist  
CDC Director**

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County of Sonoma Department of Health Services  
**Women-Infants-Children**  
 Supplemental Nutrition Program

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## Income Guidelines

Effective April 1, 2014 to June 30, 2015

Number of Persons in Family Unit	GROSS INCOME					
	Annual	Monthly	Bi-Monthly	Bi-Weekly	Weekly	Hourly
1	\$21,590	\$1,800	\$900	\$831	\$416	\$9.93
2	29,101	2,426	1,213	1,120	560	13.45
3	36,612	3,051	1,526	1,409	705	16.97
4	44,213	3,677	1,839	1,698	849	20.50
5	51,634	4,303	2,152	1,986	993	24.02
6	59,145	4,929	2,465	2,275	1,138	27.54
7	66,656	5,555	2,778	2,564	1,282	31.10
8	74,167	6,181	3,091	2,853	1,427	34.58
9	79,273	6,607	3,304	3,050	1,525	38.11
9+	\$7,326 per added family member	\$611 per added family member	\$306 per added family member	\$282 per added family member	\$141 per added family member	\$3.52 per added family member

Note: A pregnant woman counts as **2** in determining number of persons in family unit.

If you exceed the income guidelines above, but are receiving Medi-Cal, Food Stamps, or TANF, you may still be eligible for WIC benefits.

The USDA is an equal opportunity provider and employer.

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