



Bread of Life Christian Children's Center

2780 Lomita Blvd Torrance, CA 90505 | 310-602-0185 ext. 230 | Facility No. 19749538

2026-27 ASC Program Policies

Arrival and Departure

In accordance with Title 22, Section 101229.1, children must be signed in and out each day by a parent or authorized pick up person using a full signature through brightwheel™. An additional sign-in/out option is available via the kiosk on the staff tablets. Manual sign-in/out is available only as a last resort and should not be used as the primary method for signing in/out. If someone other than a parent or authorized pick up person will be picking up your child, please inform us in advance. A government-issued photo identification will be required before the child is released. The name given to us must match the name on the photo ID. Please note that ASC staff will sign your child in upon arrival to BOLCCC on school days.

Nutrition

Snack is provided daily after children arrive at Bread of Life Children's Center in the afternoons. All snacks are served in portions that comply with applicable health and safety regulations. If your child requires additional food in the afternoon, please send supplemental snacks from home.

On Full Day Care days, a **morning snack is provided** in addition to the afternoon snack, and a **non-heatable lunch should be brought from home**.

Nut-free Facility

BOLCCC is strictly a nut-free facility. Do not send any nut products, including peanut butter, Nutella, or trail mix. We rely on the cooperation of the staff, students, and parents to ensure that this policy is followed at all times.

Dress Code

For your child's safety and comfort, please ensure they wear secure, closed-toe shoes each day. Flip flops, thongs, and Crocs are not permitted. Sandals without both front and back straps are not permitted. Athletic or walking shoes are strongly recommended to help protect feet during active play. Please ensure your child dresses in comfortable, weather-appropriate clothing suitable for indoor and outdoor activities.

Personal Items

Please have your child leave personal belongings, including money, at home, to prevent items from being lost or damaged. We are unable to assume responsibility for lost or stolen articles brought from home.

If an item is brought to the center, your child is responsible for keeping track of it. For the safety and focus of all students, toys and electronic devices should remain at home unless specifically requested for a special activity.

Health

BOLCCC is licensed to care for and supervise well-children. For the health and safety of all children and staff, any child experiencing symptoms of a cold, flu, COVID-19, or other contagious illness must remain at home. Children may return once symptoms have fully resolved or they have received a negative test result, in accordance with current health guidelines. Please see the BOLCCC Health Policy for full details.

Self-care

Children are expected to participate in age-appropriate self-care and demonstrate growing independence in daily routines. This includes following proper handwashing procedures, practicing appropriate table manners, and maintaining healthy hygiene habits such as covering coughs and sneezes.

Children are also expected to be developmentally able to manage toileting needs without assistance, including independently using the restroom and managing basic hygiene routines.

Staff will support and encourage independence while maintaining health and safety standards throughout the day. Accommodations may be considered on a case-by-case basis when appropriate to ensure a child's safety and ability to participate successfully in the program.

Medications

An authorization form must be completed for BOLCCC to administer any prescription or non-prescription medication, as well as topical products such as sunscreen. All medications must be in their original container with the prescription label or manufacturer's instructions clearly visible.

For safety purposes, all medications and topical products must be handed directly to a BOLCCC staff member upon arrival and **may not be stored in your child's cubby or backpack.**

Wait List

Every effort is made to honor preferred enrollment dates. Students are enrolled on a first come, first serve basis. Priority is given to siblings of children already enrolled and to children already enrolled part time wishing to enroll for additional hours or days. Waitlisted students are not guaranteed a specific date of enrollment.

Medical Information

Per Title 22, Section 101220.1, all immunizations must be up to date and documented prior to enrollment. Parents are required to complete an Emergency Medical Form, and an Allergy Form if applicable.

Identification and Emergency Information

Emergency Cards are completed annually. They should be kept current throughout the year as changes occur to address, phone numbers, emails, work locations, emergency contacts, authorized pick-up persons, **as well as physician, dentist and medical information.**

Custody

The enrolling parent/authorized representative is responsible for accurately completing and updating all enrollment forms and certifies that they have legal authority for the child. Parents with joint legal custody have equal access to the child's information unless restricted by a court order, which must be on file. BOLCCC Staff cannot provide copies of documents or testimony unless subpoenaed. The center remains neutral in custody matter to ensure fairness and protect the child's best interests.

Confidentiality Policy

According to Title 22 regulations, Community Care Licensing has the right to inspect and review all child and facility records, including individual student licensing files, at any time. These files must be made available upon request to ensure compliance with health and safety standards. The use or disclosure of all information pertaining to the child and their family shall be restricted to purposes directly connected to the administration of BOLCCC.

Parent's Rights

- Parents have the right to enter and inspect the child care facility without advance notice during normal operating hours.
- Parents have the right to file a complaint against the licensee with the local licensing office.
- Parents must be notified of any deficiencies cited by Community Care Licensing.
- Parents have the right to review licensing reports maintained at the facility.
- Parents have the right to be informed of the facility's disciplinary practices and policies.
- Parents must be given a copy of this form and must sign an acknowledgment of receipt (LIC 995A), which is kept in the child's file.

Supervision

Children are actively supervised at all times to ensure their safety, well-being, and engagement in developmentally appropriate activities. Staff maintain visual and auditory supervision both indoors and outdoors, positioning themselves to observe all children and respond promptly when needed. Children are never left unattended, and staff are trained to anticipate potential safety risks and redirect unsafe behavior. Your child's safety is our highest priority.

Children's Rights

Every child in our care has the right to be treated with dignity and respect. We are committed to providing a safe, nurturing environment where children's rights are protected and valued.

Children have the right to:

- Be free from corporal or unusual punishment, humiliation, or abuse
- Be spoken to respectfully and listened to
- Receive safe, healthy, and developmentally appropriate care
- Engage in age-appropriate activities and learning experiences
- Have privacy when using the bathroom or during personal care
- Be encouraged to express their feelings, make choices, and develop independence
- Be protected from discrimination or unfair treatment

We work to uphold these rights each day and foster a community where every child feels seen, safe, and supported.

Parent Communication & Partnership

We believe that your child succeeds when everybody works together. Communication is key to collaboration. Keeping us informed about changes allows us to be fully supportive and work in partnership. There are many ways to connect with us.

Communication Management System

Brightwheel is our all-in-one communication and management app for families. It features daily updates, messaging, check-in/check-out, billing, and important announcements, all in one convenient place.

Tuition and billing

Brightwheel allows parents to view invoices, make secure payments, and set up automatic payments directly through the app. Billing is transparent and accessible, with reminders and receipts sent automatically. Families can always reach out through the app's messaging feature with any questions regarding their child or billing.

Daily Communication

Brightwheel is a great way to inform us of anything we need to know regarding your child's care for the day. We will use Brightwheel to send essential information to you, as well. We will give you updates throughout your child's day and communicate any highlights or incidents.

Longer Conversations

When needed, we can schedule a meeting in person or virtually to discuss important matters in more detail. Use Brightwheel to contact one of our team members to request a meeting.

Injury and Incident Reports

If anything unusual occurs during the day regarding your child's health, safety, or behavior, we will communicate the details of the incident with you via Brightwheel. Be sure to keep your Brightwheel notifications on for up-to-date information on your child's well-being. If an emergency occurs, we will call you right away.

Acknowledgement of ASC Program Policies

I acknowledge that I have read, understand, and agree to comply with all program policies and procedures of Bread of Life Children's Center

_____	_____
Child's Name	Date of Birth

_____	_____	_____	_____
Parent/Authorized Representative Name	Relationship to Child	Parent/Authorized Representative Signature	Date

_____	_____	_____	_____
Parent/Authorized Representative Name	Relationship to Child	Parent/Authorized Representative Signature	Date