

LOS ANGELES COMMUNITY COLLEGES OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATIONS	INDEX NUMBER E-121
REFERENCE: Title 5, CCR, 18120	TOPIC: Child Development Centers; Termination of Services
ISSUE DATE: March 17, 2011	INITIATED BY: Educational Support Services
CHANGES: New Regulation	DATES OF CHANGES:

CONDITIONS FOR TERMINATION OF SERVICES

1. The Child Development Center will notify parents in writing of the conditions for termination of Child Development Center (“CDC”) services.

For purposes of this regulation, “parent” refers to a biological parent, adoptive parent, stepparent, foster parent, caretaker relative, and legal guardian, domestic partner of the parent as defined in Family Code section 297, or any other adult living with a child who has responsibility for the care and welfare of the child.

2. The Child Development Center Director will designate a CDC employee (an “agency representative”) to make decisions regarding termination of services as disclosed in the college child development center Parent Handbook. The representative’s name and contact information will be on the Notice of Action as described below.
3. Reasons for suspension or termination of CDC services may include, but are not limited to:
 - o The child is not benefiting from the program. Ability to benefit as defined in each college’s parent handbook i.e. inappropriate behavior, developmental difficulties, etc.
 - o Violation of the CDC Parent Handbook and Policies
 - o Violation of the Student Code of Conduct
4. In conditions where there is an immediate threat to the health or safety of children, staff, students and any other persons at the CDC, services may be immediately suspended and/or terminated by the CDC Director.

PROCEDURE FOR TERMINATION OF SERVICES FOR VIOLATIONS OF CDC PARENT HANDBOOK AND POLICIES

1. Where the parent is receiving subsidized childcare from the California State Department of Education, Child Development Division, the following process will apply:

- a. When a college CDC agency representative has cause to terminate childcare services, the CDC must issue a written Notice of Action to the parent. The Notice of Action must be on the prescribed form from the California Department of Education (Form CD 7617). A copy of the Notice of Action will be forwarded to the Vice President of Student Services.
 - b. Upon parental receipt of the Notice of Action, the parent has 14 calendar days to request a hearing appealing the decision.
 - c. The CDC will schedule a hearing within 10 calendar days after receipt of a written appeal. The hearing will be conducted by the CDC Director. If the parent does not attend the hearing he/she will be considered to have abandoned his/her rights to appeal and the Notice of Action stands.
 - d. The CDC must respond with a written decision within 10 calendar days after the hearing. If the parent disagrees with the decision of the CDC hearing, he/she has 14 calendar days to file a written appeal with the California Department of Education / Child Development Division (“CDE/CDD”).
 - e. Within 30 calendar days of receipt of the parent’s appeal, CDE/CDD will provide a written statement specifying the reasons for the final decision. If the appeal is denied, childcare services will be terminated immediately.
2. Where the parent is not receiving any state subsidies for child care, the following process will apply:
- a. When a college CDC agency representative has cause to terminate childcare services, the CDC must issue a written notification to the parent. A copy of the written notification will be forwarded to the Vice President of Student Services.
 - b. Upon parental receipt of the written notification, the parent has 14 calendar days to request a hearing appealing the decision.
 - c. The CDC will schedule a hearing within 10 calendar days after receipt of a written appeal. If the parent does not attend the hearing he/she will be considered to have abandoned his/her rights to appeal and the written notification stands.
 - d. The CDC must respond with a written decision within 10 calendar days after the hearing. If the parent disagrees with the decision of the CDC hearing, he/she has 14 calendar days to file a written appeal to the Vice President of Student Services.

- e. Within 30 calendar days, upon receipt of the parent's appeal, the Vice President of Student Services will provide a written statement specifying the reasons for the final decision. If the appeal is denied, childcare services will be terminated immediately.
3. Grounds for immediate suspension or termination of childcare services are set forth in the CDC Parent Handbook. The parent has the right to appeal while services are suspended or terminated. If the parental appeal process is successful, childcare services will be reinstated.

PROCEDURE FOR TERMINATION OF SERVICES FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT

1. All students and non-students who use the District's childcare services are subject to the Los Angeles Community College District's Code of Conduct. (LACCD Board Rules, Chapter 9, Article 9).
2. Students who violate the Los Angeles Community College District's Student Code of Conduct are subject to the LACCD's student discipline procedures (LACCD Board Rules, Chapter 9, Article 11).