



Orange County Child Care and Development Planning Council
Appointed by Orange County Board of Supervisors and Orange County Superintendent of Schools
200 Kalmus Drive, PO Box 9050, Costa Mesa, CA 92628-9050

Phone: (714) 708-4993
Fax: (714) 662-2229

E-Mail: info@occhildcarecouncil.org
Web Site: www.occhildcarecouncil.org

**Child Care Community Electronic Mailing List
Guidelines for Posting Announcements**

Members of the community are welcome to request an opportunity to post announcements to the Orange County Child Care and Development Council (Council) Community Electronic Mailing List (EML). Please adhere to the following guidelines for posting.

The purpose of the electronic mailing list is to further the mission of the Council to mobilize public and private resources and foster partnerships to address the child care and development needs of Orange County children, families, and child care providers.

1. **Agency Disclaimer**

- a. The electronic mailing list shall contain a disclaimer stating that the distribution of an announcement is not an endorsement by the (Council), the Orange County Department of Education (OCDE), the Orange County Superintendent of Schools, and does not reflect the viewpoint of the announcement or the sponsor of the announcement. The text will read as follows:

The Orange County Child Care and Development Planning Council ("Council") is forwarding this email for informational purposes only. This email contains information created and maintained by other public and private organizations. The contents of this email may include opinions, recommendations or other content from third parties that do not necessarily reflect the views of the Council, the Orange County Department of Education ("OCDE") or the Orange County Superintendent of Schools. The Council, and OCDE and Superintendent do not control or guarantee the accuracy, relevance, timeliness, or completeness of this outside information. Further, the forwarding of this email is not intended to endorse these outside organizations.

2. **Approval and Process**

- a. All requests must be sent to info@occhildcarecouncil.org, indicating REQUEST FOR POSTING in the Subject line. All documents posted to the Community EML must be sent in 11.PDF" format. ***(If not submitted in the appropriate format the request will be returned by email with the Guidelines for Posting Announcements).***
- b. All requests must be submitted within five business days before the date of the event, training/workshop or other deadline.
- c. The Director of Early Learning, Expanded Learning and Family Support Services, or designee shall approve all announcements before distribution. The decision whether or not to approve an announcement shall be based on these Guidelines and shall not be based on the viewpoint of the announcement or its sponsor.
- d. Approved announcements will be posted within 3- 5 business days from the date the request was approved.



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3. Announcement Permitted for Posting

- a. Announcements shall relate to the following subject matters:
- Council Meetings and activities
 - Council sponsored events
 - Early care and education training for the needs of the early childhood field
 - Parenting classes
 - Family engagement activities
 - Collaborative efforts that link child care and development services with health, safety, nutrition and family support Information regarding Title 5/Title 22 State Regulations, Federal Regulations and quality child care, accessibility and funding opportunities to support ECE
 - Early care and education college courses
 - Services that would be beneficial for children's healthy development (e.g., health/educationa1/enrichment)
 - Services and support for children with special needs
 - Job postings relevant to the field of early care and education

4. Announcements Not Permitted for Posting

- a. Advertisements from school supply/educational vendors promoting products/materials or discounts for products/materials.
- b. No announcement shall be approved that contains lewd, vulgar, obscene or offensive language or images.