



Tracy Unified School District
School Readiness Preschool Programs



Parent Handbook



2019-2020

Note: Throughout this handbook “parent” refers to the person(s) with legal guardianship of the child.

North Preschool
2875 Holly Dr., Portable 1
Tracy, CA 95376
209-830-3355

S/W Park Preschool
500 W. Mount Diablo Ave.
Tracy, CA 95376
209-830-3335

Villalovoz Preschool
1550 Cypress Dr.
Tracy, CA 95376
209-830-3355

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WELCOME

Tracy Unified School District (TUSD) would like to welcome you and your child. We look forward to spending this year with your family. Our Preschool Program is a 3-hour learning experience for your 3-4 year old and you. Please use this handbook as a guide to answer your questions and help you become better acquainted with our program.

Preschool Staff:

Julianna Stocking, Director of Continuous Improvement
 Rocio Garcia, School Readiness Coordinator
 Marie Martinez, School Readiness Secretary (located at North Preschool)
 Tasha Mathews, School Readiness Secretary (located at South/West Park Preschool)

North Preschool (NPS)	South West Park Preschool (SWPPS)	Villalovoz Preschool (VPS)
Rebecca Silva, Site Lead	Sandra Arce, Preschool Instructor	Rebeca Vásquez, Site Lead
Satinder Kaur, Preschool Instructor	Delia Rodriguez, Preschool Instructor	Lolita Goldsby, Preschool Instructor
TBA, Preschool Instructor	Nadia Ureno, Para Educator	Jami Rodriguez, Preschool Instructor
	Sandra Vargas, Para Educator	

North Elementary School Administration:

Jose Jimenez, Principal
 Susan Hawkins, Assistant Principal

South/West Park Elementary School Administration:

Ramona Soto-Barajas, Principal
 Juan Lopez, Assistant Principal

Villalovoz Elementary School Administration:

Erin Quintana, Principal
 Derek Sprecksel, Assistant Principal

Class Hours & Days of Operation:
 AM Preschool – 8:30 a.m. - 11:30 a.m.
 PM Preschool – 12:30 p.m. - 3:30 p.m.

The Preschool days of operation are 175 days per year, Monday through Friday. Preschool Programs follow the TUSD traditional calendar with a few exceptions; please see the 2019-2020 Preschool Program calendar in the Appendix for more information.

Holidays and Vacations

Preschool will be closed for the following holidays/vacations:

Labor Day	Veteran's Day	Thanksgiving
Winter Break	Martin Luther King, Jr. Birthday	Lincoln's Birthday
President's Day	Spring Break	Memorial Day

Mission Statement

We provide a high-quality educational program that is responsive to the changing needs of children and families. We prepare students with the tools and strategies needed for academic, personal, and social/emotional development, empowering each student to reach their highest potential.

Program Goals

- To develop a positive self-image and an appreciation for cultural diversity.
- To enhance cognitive skills and language, creative, social and emotional skills.
- To develop gross and fine motor skills.
- To nurture an appreciation for the fine arts, music, recreation, and community involvement.

Vision Statement

The following vision statements are intended to provide the standards we will strive to achieve and maintain. These standards serve as both the blue print for our improvement efforts and the benchmarks by which we will evaluate our progress.

I. **STUDENTS**

Each student will feel that he or she is valued as a member of the school community. Preschool students will:

- A. know they are special and unique.
- B. be encouraged to learn at their own pace.
- C. be offered a variety of experiences to develop skills and knowledge.
- D. obtain the opportunity to succeed and feel successful.
- E. leave each day with new knowledge.

II. **PROGRAM**

An exemplary preschool program provides a diverse and balanced curriculum within a warm, inviting climate that enables students to enjoy their preschool experience. The preschool articulates the outcomes it seeks for all its students and monitors each student's attainment of those outcomes through a variety of indicators. The preschool program is designed so that its curriculum and instruction enable all students to acquire these outcomes.

This preschool program will:

- A. nurture the spirit of wonder, curiosity and creativity in each student.
- B. meet the intellectual, moral, social, emotional and physical needs of each student.
- C. impact and inspire lifelong learning.
- D. provide curriculum that is designed to encourage exploration, imagination, and independent thinking and challenge the development levels of all students.
- E. monitor student progress and modify curriculum and instruction as needed.
- F. meet or exceed government standards.

III. STAFF

An exemplary preschool staff will:

- A. provide a high-quality education that will be responsive of the needs of children and families.
- B. be committed to the philosophy, mission, vision, values and goals of the preschool.
- C. put the children's needs first, giving priority to safety and health needs
- D. work successfully as a team, respecting and supporting others' ideas, strengths and needs.
- E. be friendly, supportive and trusting of one another.
- F. provide a loving, supporting, safe and educational environment for families.
- G. participate in center-wide decision-making.
- H. adapt to change and find creative ways to solve problems.
- I. take advantage of professional growth opportunities.

Preschool classrooms will be staffed in one of two ways depending on how the classroom is funded and the staff that is hired to fill those positions.

Lead Teacher Requirements:

- BA in Early Childhood Education (ECE)
- 24 ECE units
- Director permit from CCTC (California Commission on Teacher Credentialing)

Teacher Requirements:

- AA or 60 units towards an AA
- 24 ECE units
- Site Supervisor permit from CCTC

Paraprofessional Requirements:

- 12 ECE units
- Associate Teacher permit from CCTC

IV. PARENTS

An exemplary preschool creates an effective partnership with parents. The preschool is committed to addressing the needs of parents and establishing two-way communication to keep parents informed of policies and initiatives. The parents provide the preschool with the support that is essential to a high-quality preschool program. The preschool parents will:

- A. become life-long advocates for their children.
- B. have the ability to utilize a variety of communication tools on a regular basis to provide and receive information.
- C. build positive parenting through support from staff who respect and affirm the strengths and skills needed by parents to fulfill their role.
- D. play an integral role in assisting student learning at home.
- E. be welcomed in the preschool, their meaningful support and assistance is desired.
- F. be full partners in the decisions that affect children and families.
- G. participate in their child's education by being involved in the classroom a minimum of 3 hours per month.

Standards of Conduct in the Classroom

All staff, consultants, and volunteers will:

- be conscientious and concerned for the health and safety of all children.
- respect and promote the unique identity of each student and family.
- dress appropriately and act professionally.
- follow program confidentiality policies concerning information about students, families, and other staff members.
- model appropriate language, health and nutrition practices.
- not leave a student alone or unsupervised while under their care.
- use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, humiliation, or the use of food as punishment or reward.

Program Assurances

TUSD's Preschool Programs operates according to the Early Learning and Care Division of the California Department of Education's regulations and guidelines, which include but are not limited to, the following assurances:

- The program will refrain from religious instruction and worship.
- Each site has a current license issued by the Community Care Licensing Division of the California Department of Social Services.
- Children who meet the eligibility criteria established by the California Department of Education will be served without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which children are served.

The program welcomes the enrollment of children with disabilities and understands the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children and implement those accommodations.

- At no time will any child be subject to corporal punishment.
- The program will support families by referring them to health and social services in San Joaquin County.

Licensing

Our preschool programs are licensed by the State of California, Department of Social Services, and Community Care Licensing Division (CCL). NPS operates under License #393614190, SWPPS operates under License #393605949, and VPS operates under License #393621310. The rights of the licensing agency include:

- CCL has inspection authority to enter and inspect a facility without advanced notice.
- CCL has the authority to interview children or staff and to inspect and audit child or Child Care Center records, without prior consent.

The preschool facility, staff, and program meet the California Code of Regulations, Title 22 requirements. Information on parent and child rights, including the licensing agency address and phone number, is included in the appendix of this handbook.

NPS serves approximately 48 children 3 to 5 years of age, VPS serves approximately 40 children 3 to 5 years old, and SWPPS serves approximately 48 children 3 to 5 years of age. Each Preschool class is permitted to have up to 24 enrolled children in the classroom at one time; children, including younger and older siblings, who are not enrolled in the preschool program, may not participate in classroom activities.

Enrollment Eligibility and Priority

Eligibility

- The child must be 4 years old on or before September 1, 2015.
- The child must live within the attendance boundaries of a TUSD school and plan to attend a TUSD school for kindergarten: North, Central, McKinley, South/West Park, Jacobson, Villalovoz, Bohn, Freiler, Hirsch, Kelly and Poet Christian elementary schools.
- A Preschool Enrollment Packet must be completed by the parent/guardian and reviewed by TUSD staff. Incomplete packets will NOT be processed.
- Up to 24 children will be enrolled in each preschool class.
- District transportation is NOT provided for preschool students.

Priority

Section 8263 establishes priority order for State Preschool Services.

1. First priority is given to four-year-old or three-year-old children who are recipients of Child Protective Services (CPS).
2. Children who were enrolled in the State Preschool Program as a three-year-old, without regard to income ranking.
3. Children whose families have the lowest income ranking based on the most recent income ranking schedule (attached).
4. When two or more families have the same income ranking, the child with exceptional needs as defined in Education Code section 8208(l) shall be admitted first. If there are no families with children with exceptional needs, the contractor may establish the following priorities in an order determined by the contractor.
 - Children who are identified as limited English or non-English proficient.
 - Children from families whose special circumstances may diminish the children's opportunities for normal development.
 - After all eligible four-year-old children are enrolled, three-year-old children may be enrolled based on priorities described in subdivision 18131(b)(2) through (4).

Age-eligible children with exceptional needs whose family's income is above the income eligibility threshold may be enrolled after all otherwise eligible children are enrolled.

State Preschool and First 5 Half Day Enrollment Procedures

A parent can enroll a child in a half-day preschool class, by completing the following steps:

1. Pick up an enrollment packet from one of our School Readiness Offices located at North Preschool 2875 Holly Dr., Portable 1 or S/W Park School 500 W. Mount Diablo Ave. Tracy, California.
2. Families will be scheduled for an enrollment appointment based on their placement on priority list (waiting list).
3. Families will complete and sign the forms in the enrollment packet.
4. Please arrive on time for your enrollment appointment and allow 30 minutes to complete the process.

Please bring the following documentation with you to your appointment:

- Three forms of proof of residency: Rental agreement or mortgage bill, PG&E bill, City bill, or printed document with name and address of applicant verifying residence in TUSD.
- Parent/Guardian's Photo Identification; proof of legal guardianship must be provided.
- A completed Physician's Report (LIC 701) that includes a completed physical exam on your child with the TB section of the form completed by the child's physician.

- Up-to-date immunization records for the child you are enrolling in the preschool program, including the mandatory vaccinations and mandatory TB screening. If your child’s immunization records are from another country, please have the records translated by your child’s Doctor.
- One month's worth of the most recent paycheck stubs showing the family's total gross monthly income meets the income ceiling set by State and Federal guidelines (see chart below). If over the State Preschool income ceiling, families may still qualify for First 5 Preschool (See page 6).
- Birth certificates for all children in the household. Other forms that will meet this requirement are child custody court order, adoption documents, foster care placement records, school or medical records, county welfare department records, other reliable documentation indicating the relationship of the child to the parent.
 - Stipulate that the child will be 4 years of age on or before September 1st of the school year and **should be completely toilet trained**. If your child has a toileting accident, teachers will verbally assist students as needed but will not provide hands-on support to children.

**SCHEDULE OF INCOME CEILINGS FOR THE STATE PRESCHOOL PROGRAM
California Department of Education Child Development Division**

Number of Persons In Family	<u>Family Gross Income</u>	
	<u>Monthly</u>	<u>Yearly</u>
1-2	\$4,173	\$50,077
3	\$4,502	\$54,027
4	\$5,256	\$63,083
5	\$6,098	\$73,177
6	\$6,939	\$83,270
7	\$7,096	\$85,163
8	\$7,254	\$87,055
9	\$7,412	\$88,948
10	\$7,570	\$90,840
11	\$7,727	\$92,733
12 or more	\$7,855	\$94,625

Curriculum

Children learn about their world through play. We provide an environment that nurtures the spirit of wonder, curiosity, and creativity in each student and offer instruction and activities that are designed to encourage exploration, imagination, and independent thinking and maximize the strengths and unique experiences of each student. As a result, we do not ask the students to complete worksheets to prove they are learning. Do not be concerned when your child does not bring home worksheets that they have completed at preschool; we can assure you that they are learning even without this visible proof.

Students will be engaged in learning experiences that integrate Science, Technology, Engineering, and Math (STEM) as core subjects. They will investigate their environments by looking for patterns, asking questions, and coming up with explanations. They will discover human impacts on the earth, what makes objects move, animal life cycles, and the changing of seasons. Teachers have intentionally planned lessons that are inquiry based that allow students to ask the questions and discover the answers through exploration and play. These STEM learning experiences will allow students to become critical thinkers and problem solvers by exploring the environments around them.

We use several teaching programs including the *Second Step: Social-Emotional Skills for Early Learning* curriculum. The *Second Step* early learning program promotes success in the preschool classroom, school readiness, and social and life success by directly teaching children skills that can strengthen their ability to learn, have empathy, manage emotions, make friends, and solve problems.

We also use *The Creative Curriculum System for Preschool*, an award-winning research-based curriculum system. These instructional materials offer students many opportunities for hands-on exploration and discovery that build lifelong critical thinking skills and foster confidence.

A Child's Work is Play

Learning is a continuous process. It occurs through children's active involvement with the environment as well as through children's passive observation of the environment. Children acquire knowledge and wisdom through activities that appear to be "just play," but the play is children's work. Play activities offer children the opportunity and motivation to expand social skills and imagination, to practice new skills without fear of failure, to try on various roles, and to experiment with problem-solving and decision-making skills. We teach concepts through a variety of play activities that comprise each weekly lesson plan. For example, learning that can occur when playing with blocks include:

- gross motor skills: to use large muscles to lift, bend, stretch, carry and build.
- fine motor/perceptual skills: to place blocks in relation to other blocks; to place blocks in balanced arrangements; to differentiate between block shapes and sizes.
- social-emotional skills: to experience a sense of achievement and competence; to behave cooperatively; to take turns.
- language skills: to verbalize about building; to talk about shapes, sizes; to interact with other children; to use prepositions: over, under, next to, besides.
- cognitive skills/ STEM skills: to explore beginning math concepts: more, less, equal; to use names of block shapes; to experience cause-effect relationships; to use problem-solving techniques; understanding the use of different materials to create a building/structure, and the ability to engineer different structures using the blocks.

Source: Asher (2004); California State University, Stanislaus *Child Development Center Handbook*.

Ages and Stages Questionnaires (ASQ:3, ASQ:SE-2, Social & Emotional)

The program staff will utilize the ASQ-3 (48-60 months) and the ASQ: SE-2 (48-60 months) tools. These assessment tools are used to screen the development abilities and social/emotional developments. Each of the ASQ tools will consist of a Parent Questionnaire designed to be completed by the parents and other caregivers during the first 30 days of enrollment. If results show areas of need on the ASQ, the child will be referred for further assessment and or provide with related resources.

Desired Results System

Program staff will utilize the Desired Results System. The DR system has three components:

- The Early Childhood Environmental Rating Scale-Revised (ECERS-R)
- The Desired Results Developmental Profile (DRDP 2015)
- The DRDP-2015 Parent Survey

Results from each component will be reviewed and evaluated with the goal of improving program quality.

The Early Childhood Environmental Rating Scale-Revised (ECERS-R)

The Early Childhood Environmental Rating Scale (ECERS-R) is an assessment tool used to measure high quality in the preschools. ECERS-R provides an overall picture of the surroundings that has been created for the children and adults who share an early childhood setting. The ECERS-R consists of 43 items that assess the quality of the early childhood environment.

Desired Results Development Profile (DRDP 2015)

A developmental profile is maintained for each child enrolled in the program. This profile includes a record of each child's physical, cognitive, social and

emotional development and is shared with the parent during conferences in the Fall and Spring of the school year. The Desired Results Developmental Profile (DRDP 2015) is also used to plan appropriate activities to address learning needs. We use these results to determine how much children are benefitting from our activities and make changes accordingly.

The child development progress of the desired results system are listed below:

- Children are personally and socially competent.
- Children are effective learners.
- Children show physical and motor competence.
- Children are safe and healthy.
- Families support their children's learning and development.
- Families achieve their goals.

The DRDP-2015 Parent Survey

The Desired Results Parent Survey, which determines parent satisfaction and effectiveness of the program, identifies areas needing improvement. Your input is valuable to the program's continuous improvement.

Parent Partnership

The preschool staff believes that parents are the most important teachers in their children's lives. Parents who are participants in the TUSD Preschool Programs are invited and encouraged to participate in their child's education in the following ways:

1. An orientation for parents that includes topics such as program philosophy, program goals and objectives, program activities, and due process procedures.
2. At least two individual conferences with the parent(s) per year.
3. Parent meetings with program staff.
4. Participate in the School Readiness Advisory Committee that advises program staff on issues related to services to families and children.
5. Completing the Ages and Stages and Social-Emotional Questionnaires, Desired Results and Raising a Reader Parent Surveys.
6. Sharing information between staff and parents concerning their child's progress.
7. Parents are welcome to participate in the classroom with the children and must be cleared by TUSD prior to doing so.
8. Parents who have not gone through the clearance process are still encouraged to assist the program with a variety of opportunities.

Parent Involvement

In order for our preschool programs to be successful, it is required that parents participate in our program a **minimum of 3 hours per month**. Following are examples of how you can assist our program:

1. During class time (must be cleared through district)
2. Before and after school
3. Attending School Readiness Advisory Committee meetings
4. Attending Parent Workshops and Family Learning Nights
5. Assisting at home with teacher preparation materials

Parent Volunteer Requirements

Parents must be cleared through the District Office prior to helping (having direct contact with the children) in the classroom. The clearance process is as follows:

- Complete the volunteer application and return to the school readiness secretary:
 - Proof of negative TB or clear chest X-ray.
 - Proof of the following immunizations: MMR (measles), tDap (pertussis/whooping cough), influenza (optional).
- Once preschool processes your application, the District Office will call you for fingerprinting. Preschool will cover the \$25 expense for the first 20 applicants.
- Cleared volunteers must sign-in each time they volunteer or visit the classroom.

All information that a parent comes across in the classroom is considered confidential and should not be discussed with other students, parents or staff outside of the classroom environment.

Special Activities

We offer special activities throughout the year. Our main emphasis, however, is on bringing the experience to our school. We will offer a variety of special visitor talks. Please contact preschool staff if you have a special interest, talent, or career you would be willing to share with the students.

On occasion, we take walks around the school campus. Parents completed a general field trip permission slip as part of your child's registration packet during enrollment to cover these trips on-campus. In addition, a separate permission slip will be sent home for any specific off-campus field trips that come up.

Program Policies and Procedures

Signing-in & Out

An adult (18 or older) must accompany the enrolled child to school. Each accompanying adult must sign the child in and out on the sign-in/out sheet each time they leave or pick up the child from class. The signature must be complete with their full, legible name (no initials) and the exact arrival/departure time (not the class start and end time). The sign-in sheets are necessary for roll call in an emergency.

Parents of children not properly signed in or out will be called and requested to return to preschool to sign the attendance book. If we are unable to reach you within 15 minutes to return for a signature, we will call the next contact on the child's emergency list.

Arrival Procedures

It is important that an authorized person over the age of 18 escorts your child to class and signs in (using a full legal signature with the exact time) on the preschool attendance sheet. An authorized person is one whose name you have included on your child's emergency forms.

Students are to arrive in the classroom at the scheduled time. Please make sure your child arrives on time. When a child comes into class late, the child often is embarrassed, and it disrupts the class. It is important for children to see from the very beginning of their school career that parents and other adults value school by being on time. If an unavoidable situation occurs and you know that your child will be late, please call the preschool to notify the staff.

If your child has never been to preschool, let your child know they are in a safe place and notify them that you will come back when class is over to pick him or her up before you leave. If your child is upset and starts to cry as you leave, you might try saying goodbye, hugging your child and leaving quickly. The Preschool Staff can calm your child more easily after you have left.

Please tell the Instructor if anything has happened to your child that will affect his or her mood or behavior. Especially let the staff know if your child is not feeling well or taking medication. The staff needs to know about anything that will make your child act differently in school so that they can provide special attention and care.

During arrival and dismissal, all children (including younger and older siblings) must remain with an adult; we do not allow children to wander unattended in the classroom or on the playground.

Cell phone use, including texting, is not allowed in the classroom.

Parents and others should end all calls and turn off cell phones before entering the facility or leave the cell phone in the car. If it is necessary for you to take a phone call, we ask you to leave the facility before answering the phone. In addition, do not take pictures or video that includes any child other than your own.

Daily Health Check

In order to help everyone, stay healthy, preschool staff conducts a health check on each student as they enter. A parent is required to remain with the student until the health check is complete. If the health check reveals signs of illness, the student must be taken home. If a student becomes ill while at school, the student's parent will be called to pick up the student immediately. Students must be picked up within 20 minutes of contact with the parent.

When entering the classroom, all children and adults including staff are required to wash their hands following the correct handwashing procedures posted near each sink.

Departure Procedures

When class is over, the authorized person over the age of 18 who comes to take the child home must sign-out (using the exact time and a full legal signature) on the preschool attendance sheet. Please remember that children will be released only to those authorized persons whose names are listed on the child's emergency card. If the teacher does not know the authorized person by name, he or she will ask the person for a photo I.D. such as a driver's license. It is very important for parents to notify the staff of any changes to the list of names of those authorized to pick up their child.

No child will be released to an unauthorized person under any circumstances.

Late Drop-Off/Late Pick-Up

Please be on time to pick up your child. Young children worry when their parents are late to pick them up. If a child is left 15 minutes after the pick-up time, the instructor will begin calling the people listed on the emergency form to pick up the child. If we are unable to reach a parent or authorized parent representative to pick up the child, the Program Staff could contact the TUSD Resource Officer.

Please note: Continuous violation of this policy may result in the student being transported to Tracy Police Department for supervision and parent notification.

Parents/caregivers are required to fill out the late drop-off/late pick-up form.

- After three incidents of late drop-off and/or late pick-up, staff will communicate with the parent(s) to further discuss a plan of action. If a parent is late in picking up their child three times in a school year, without

communicating to preschool staff, a Notice of Action will be sent to the parent. (See page 27 for further information regarding Notice of Action.)

If in the case of an extreme, emergency and you are unable to pick up your child on time, please notify the preschool staff immediately that you will be late.

Please support the Preschool Staff's dismissal procedures and wait for preschool staff to dismiss your child. Before leaving the preschool, please look in your child's cubby box for notes from the instructor, artwork, or clothes. Also, please look at the parent bulletin board for any important announcements.

If a parent or authorized person arrives at the preschool classroom under the influence of drugs or alcohol, the staff will not release the child to the individual. Staff will call an alternative person listed on the emergency form to take the child home. If the situation warrants such action, the Preschool Staff will call TUSD Security, the Tracy Police, or Child Protective Services.

Open Door Policy

Our Open Door Policy is based on the belief that the child's family is an essential partner in providing the most optimal early education program for their children. The parent/guardian is welcomed to visit/observe the site at any time without advanced notice whenever children are in care.

Child Custody

If a child custody arrangement has been made or changed, a parent must provide complete legal documents to the school readiness clerk at the school site. Schools in TUSD honor child custody decisions made by the courts. Administrators and staff cannot modify a judge's ruling regarding the custody of a child. Preschool staff members will release students only to the parent. The parent must give written authorization for the release of their child to designated individuals.

Code of Behavior for Parents and their Representatives

Preschool staff strives to provide students with positive adult role models. We expect parents and parent representatives to do the same. All parents and parent representatives are expected to follow the guidelines listed below. Violations of this code of behavior may lead to immediate termination from the program.

- Parents must refrain from loud, abusive, threatening and/or profane language and/or conduct toward students, other parents or TUSD personnel. Any verbal or physical misconduct is a violation of the State Education Code. The Code protects teachers and children in these situations. A violation of the State Education Code may result in immediate termination or exclusion of the parent from the site.

- Smoking is not allowed on preschool grounds or at any preschool-sponsored activities.
- No alcoholic beverages or illegal drugs will be allowed at the preschool or at any preschool-sponsored activities. No student will be released to anyone who appears intoxicated, under the influence of illegal drugs, or otherwise incapacitated.

Preschool Dress Code

We recommend that children come to preschool dressed for lots of indoor and outdoor activities including running, jumping, water or sand play, and painting. Children usually wear “paint smocks” for especially messy activities. However, Preschool Instructors are not responsible for any stained or damaged clothing. It is not appropriate or acceptable to instruct your student not to play at a specific center, such as painting, so that they do not get dirty.

- Put first and last names on coats, sweaters, and extra clothes.
- For safety reasons, closed shoes and socks must be worn at preschool. **Flip-flops, slippers, open-toed/open-back shoes, jellies, plastic shoes, sandals, high heels, shoes with slippery soles including some cowboy boots and dressy shoes are not allowed.**
- If your child prefers dresses, please have them wear shorts under their dress.
- Appropriate clothing to accommodate the weather and growth of your child.
- Avoid all snaps, belts, overalls, buttons, zippers or any other closures that are difficult for your student to manipulate.
- Students should not wear jewelry for safety reasons, especially earrings that have hoops or dangle from their earlobe.
- Pull-ups are not permitted; child must be fully potty trained.
- We are not responsible for replacing lost or damaged clothing.

All students must have an entire change of clothes including shoes, socks, and underwear available at all times in case of spills, messy projects, or toileting accidents. Be sure to label all clothing with the student's name, place in a sealed plastic zip bag that is labeled with the student's name on the outside. Please change the clothes as the seasons change. Soiled clothes must be taken home and replaced with a fresh set the next day.

Personal Belongings

Toys, money, and food from home are not permitted in the classroom; do not allow your child to bring any of these items. Preschool staff is not responsible for any of these items brought from home.

Bathroom Self-Help Skills

Children must be completely toilet-trained before starting preschool. To be considered fully toilet-trained, the student needs to be able to complete the following:

- Remove and undo necessary clothing, including any buttons, snaps, zippers, belts, etc.
- Use the toilet.
- Proper toilet hygiene etiquette (wipe themselves).
- Redress completely including any buttons, snaps, zippers, belts, etc.
- Wash his/her hands.

Please note: children who still wear “pull-ups” or other disposable underwear are not considered toilet-trained. No “pull-ups” or other disposable underwear is to be worn at school.

The following procedures will be followed if a student has a toileting accident:

- Staff will verbally assist the student if needed.
- Staff cannot physically change the student's clothes.
- Parents will be notified.
- Soiled clothes must be taken home the same day and replaced with a fresh set the next day.
- A meeting with parents and staff will be scheduled if a student has more than three toileting accidents during the school year.

Attendance Policy

Showing up on time, every day is important to your child's success and learning. Children missing 10 percent of preschool (one or two days every few weeks) can:

- make it harder to develop early reading skills.
- make it harder to get ready for kindergarten and first grade.
- develop a poor attendance pattern that is hard to break.

When a child is absent, please call the preschool program within one hour of your child's start time to report their absence. The parent should complete and sign the attendance sheet or tell preschool staff in person why the child was absent when they return to school.

If a child has more than ten unexcused absences during a year, the parent will be sent a Notice of Action removing the child from the program. (See page 27 for further information regarding Notice of Action.) Preschool classes usually have a long waiting list, and it is our goal to enroll students who will attend class every day, so they can get the greatest benefit from our program.

Absences

Excused Absences

An absence will be considered excused under the definitions listed below:

- Child illness/quarantine
- Parent/guardian illness/quarantine
- Family Emergency:
 - Dental, doctor or therapy appointment (parent or child).
 - Funeral, sibling illness, closure of work or training facility due to natural disaster, etc.).
 - Transportation problems.
- Court-ordered visitations (legal documentation required).

Best Interest Days - Ten (10) Days per Fiscal Year (Excused absences)

- Vacation/out of town with parents or relative.
- Parent/child choose not to participate in school program or field trip.
- Special family events.
- Other reasons that are clearly in the best interest of the child.

Unexcused Absences

The following are possible examples of absences that would not be considered unexcused:

- Any absences without a specific reason.
- Any Best Interest Days over ten (10) days per fiscal year.
- Any absence on the regularly scheduled day for which no given excuse.
- Oversleeping.
- Parents/Caregivers not knowing childcare facility was open.

After five (5) unexcused absences, an attendance conference will be held between parents/caregivers and preschool staff.

If a child has more than ten (10) unexcused absences during a year, the parent will be sent a Notice of Action removing the child from the program. (See page 27 for further information regarding Notice of Action.)

Illness Policy

If a child gets sick during the school day, the child will be kept isolated from the other children, and the parents or an authorized person listed on the emergency form will be called to take the child home. Please make sure that at least one of the names you are providing on the emergency form is for someone who normally will be available during the time your child is at school. The preschool staff must have the name and phone number of someone they can contact if an emergency occurs.

To safeguard the health of all the children in the class, we believe that a child who is ill belongs at home. If a child has any of the following problems, in the best interest of the child, the preschool staff will call the parents and ask them to come and get their child.

1. The child has a contagious illness that other children can get, such as: pink eye, strep throat, measles, hand/foot/mouth disease or chickenpox. Please report to the preschool staff immediately if your child contracts a contagious disease, such as any of those listed above, or if your child has been around anyone who has had this kind of illness.

All contagious illnesses or suspected contagious illnesses:

- a. Require a Doctor's clearance with diagnosis and prescribed treatment in order to return to preschool.
 - b. Additional medical information, tests or examinations may be required before return.
 - c. The Preschool Program is required to report communicable diseases to the Public Health Department.
2. The child has had a fever, is vomiting, or has had diarrhea within the last 24 hours.
 3. The child acts in a way that shows that he or she does not feel well.
 4. The child has head lice.

Individualized Health and Support Plan

Program staff will work with parents and TUSD Health Service staff to develop an Individualized Health and Support Plan for all students with health issues including, but not limited to, seizures and some allergies. This plan includes:

- Parent Consent for Administration of Medications and Medication Chart LIC 9221
- Permission for Medication(s) in School
 - Completed by the parent and student's physician
- Physician's Authorization for Specialized Physical Health Care Services
 - Completed by the student's physician
- Parent Request for Having Specialized Physical Health Care Services Provided
 - Completed by parent

Administration of Medication

Medication will be administered to students only under the following conditions:

- Completed written parental authorization (Parent Consent for Administration of Medications and Medication Chart LIC 9221) and direction from the student's physician (this applies to both prescription and non-prescription medications).
- Prescription medication must be in its original container and labeled with the student's name, physician's name, pharmacy, and the name of the medication, dosage and frequency of administration, and the current date.

- Non-prescription (over the counter) medication must be in the original container, labeled with the student's name, current date, and be accompanied by written instructions for administration from the student's physician.
- Preschool staff will not administer the first time dose of any medication to students to avoid possible allergic reactions.

Preschool staff will maintain a record of medication administration for students on prescribed and non-prescribed medications. The record will contain the name of the student, date and time the medication was administered, and the name of the person administering the medication. In the event of any untypical reactions, staff will immediately notify parents and call 911 for emergency assistance.

Do not leave any medication, including vitamins, cough drops, Chap Stick, hand sanitizer or sunscreen, in your student's backpack or possession!

Social Services

Each family completes a Needs Assessment upon enrollment and receives a Telephone Directory of Community Resources for Parents and Children for referrals to health and social service when necessary.

Emergency Procedures

Identification and Emergency Information

It is very important that parents complete a State License Identification and Emergency form (LIC 700) at the time of enrollment. This form must be kept current at all times so that parents can be contacted quickly in case of illness, accident, or other emergencies. If there is any change in the information, the parent should notify the Preschool Staff or the School Readiness Secretary in the Office. Please note children will only be released to parents and individuals listed on the Identification and Emergency Information Form (LIC 700) who are at least 18 years of age. Authorized parent representatives listed on the LIC 700 must present a photo ID before they are allowed to sign a student out of the program. There are NO exceptions.

During an emergency, your children's safety is the primary concern of the preschool staff. The Emergency Disaster Plan (LIC 610) posted on the Parent Information Board in the classroom will be followed in case of an emergency. Please review this procedure. First aid kits and safety supplies are kept in multiple locations in the classroom and outside.

In an emergency, when the preschool classrooms are not safe, the primary meeting location is the elementary school. In the instance that the entire school is unsafe, secondary meeting locations are:

- North Preschool: Center of Hope Church, 2514 Holly Drive. (835-1682), and Tracy Interfaith Ministries, 311 W Grantline Road (836-5424).
- South West Park Preschool: Bohn Elementary School, 350 E Mt Diablo Ave (830-3300), and Williams Middle School 1600 Tennis Lane (830-3345).
- Villalovoz Preschool: Williams Middle School 1600 Tennis Lane (830-3345), and West Valley Christian Academy 1790 Sequoia Blvd. (832-4072).

Medical Emergencies

If a child becomes ill or is injured during school hours, the Preschool Staff will do the following:

1. One or both parents will be called.
2. If parents cannot be reached, the people whose names are on the Emergency Card will be called.
3. If a child needs immediate medical care, the Preschool Staff will call **911**. Please note that it is expected that the family of the child will pay for all costs of paramedic transportation, hospitalization, examination, X-ray, and treatment. The TUSD, its officers, and its employees assume no liability in relation to the transportation or treatment of your child.

Vehicle Safety

California law prohibits anyone from leaving a child under the age of 12 alone in a car. **DO NOT** leave any children under the age of 12 in the car when you come into the preschool, even if it is just to sign-in or sign-out your preschool student.

California law also requires children under the age of 8 or weighing less than 80 pounds be restrained in an appropriate car seat or booster seat in the back seat. Make sure your child is properly restrained when traveling to and from preschool. If you are unable to afford appropriate car seats and booster seats, please contact program staff for local resources.

TUSD staff are mandated reporters by the State of California and are required to report all concerns regarding a child's welfare, which also includes violation of the above laws.

Child Abuse Reporting

Preschool Instructors, Paraprofessionals, and administrative staff are required by law to call Child Protective Services (CPS) if there are unexplained bruises or burns on a child, or if a child appears neglected (i.e., not fed, bathed, or clothed appropriately). Every preschool employee is a "mandated reporter" which means that if the Preschool Instructor, Paraprofessional or administrative staff do not

report a case of child abuse, he or she will be reprimanded and may be fired, fined, and charged with dereliction of duty.

Prohibition of Discrimination or Harassment

It is unlawful to discriminate by actual or perceived ancestry, color, ethnic group identification, national origin, race, religion, sex, gender, sexual orientation, or physical and/or mental disability in any program or activity that receives or benefits from state financial assistance. The first step is to report the incident to the School Readiness Program Specialist.

Recognition of Religious Beliefs and Customs

Preschool staff members recognize the fact that families embrace several traditions and practices. The staff is highly sensitive to its obligations not to interfere with the philosophical/religious development of each student. Instruction may not show favor of one belief over another and may not be religiously oriented or a religious celebration.

Behavior Policy

Expectations

Expectations help everyone know how to behave in preschool and define how we will treat each other, children and adults. These expectations are part of a special project we have in our Tracy Unified School District Preschool Program. This project is called the Teaching Pyramid. The purpose of the Teaching Pyramid is to promote healthy social-emotional development and to teach children the skills that will help them be ready to succeed in school.

These are our Expectations:

We are Safe

We are Respectful

We are Responsible

Learning the skills to meet these, expectations are important for success in school and life. They are an important part of what your child is learning this year. The Expectations are for everyone in our program! The Teaching Pyramid means you can use similar Expectations with your child at home and communicating progress with your child's teacher.

Promoting Positive Behavior

Children are expected to follow directions and to treat adults and other children with respect. If a child's behavior is unacceptable, the Preschool Instructor will use positive discipline to correct it. The following list shows the kind of actions that preschool staff will take in response to negative behavior:

1. Staff will always use a quiet voice and never yell at children.
2. Staff will allow children to solve problems and disagreements with other children as much as possible.

3. If a child ignores safety rules or disturbs other children, the instructor will redirect the child to a positive activity or lead the child to a self-regulating area to promote best practices.
4. The staff will positively give directions. Instead of saying, "You can't take that toy home!" they would say, "I like that toy too, but we have to leave it here so everyone can play with it."
5. Staff will provide children many opportunities for making positive choices.
6. Staff will give a few minutes warning before an activity must stop so the child will have the necessary time to adjust to the change.
7. Staff will treat accidents in an easy-going way. They will never embarrass the child about toilet accidents, juice spills, or paint accidents.

"Children need positive role models more than they need critics."

- -Joseph Joubert

At no time will the staff hit or physically or emotionally punish a child.

Sometimes, to help a child who is upset calm down, the instructor will redirect the child to a quiet place and talk with him or her, and then the instructor will help the child rejoin the group.

Unacceptable Behavior

If the preceding approach does not produce positive behavior and a child continues to be out of control, disturbing or endangering other children, and hiding or running away from a staff member on the playground or in the classroom, the Preschool Instructor will do the following:

1. If the behavior is endangering the child, staff, or other children, parents will be consulted for input to help better understand the basis for the child's behavior and modify the child's day as needed.
2. Document the behavior pattern. This written documentation will include the nature of the behavior (i.e., pushing, screaming, kicking, refusing to participate in activities, running away, scratching, biting, etc.), what triggered the behavior, and what the preschool staff did to modify the behavior.
3. Notify the School Readiness Site Lead of the behavior problem.
4. Schedule a meeting with the parents, and the School Readiness Site Lead to discuss the use of a Behavior Contract and other approaches to achieve the desired behavior.
5. Request the assistance of the school counselor or psychologist.
6. If necessary, request a Student Success Team (SST) meeting.
7. Schedule a follow-up meeting and progress check.

If the behavior pattern continues and becomes a danger to the other children, the parent will be sent a Notice of Action. (See page 27 for further information regarding Notice of Action).

Nutrition

Snack Time

Snacks are provided by TUSD's Food Service Department and contain, at minimum, food components and quantities established by federal guidelines. Snack is served in a family-style atmosphere that allows for social interactions with peers and adults. AM Class will be provided with breakfast and the PM Class will be provided with a snack. Snack time is used as part of the learning process, and students are encouraged to develop and use appropriate table manners. Staff supports efforts to build independent self-help skills. Students are actively involved in opening and handling their food items and cleaning up their individual eating space. Teachers encourage students to try to open his/her own food items before requesting assistance from the teacher. The monthly snack menu will be posted in the classroom; any changes to the menu will be indicated.

Food Safety

Home-prepared food may **NOT** be served in the classroom or any TUSD sponsored functions. When requested by the preschool staff, only pre-packaged, store-bought foods may be brought to class or program events. Parents wanting to help with nutrition projects including special holiday or celebration food items should discuss their ideas with program staff.

Food Allergies and Dietary Accommodations

To request dietary accommodations for a student, the parent must complete and submit a Medical Statement of Request Special Meals and Accommodations form available from the preschool office. This form requires the signature of a medical professional.

Parents of students who require food substitutions for personal or religious reasons (vegetarian or vegan diets) must request the accommodations in writing. The names and dietary needs of students with identified and documented food allergies, accommodations, and substitutions will be posted in the kitchen.

Celebrations and Birthdays

To be inclusive of all students and respectful of San Joaquin County's diverse communities, we have developed what we feel is an inclusive, sensitive approach to holiday celebrations. We design and provide activities appropriate for our students' ages and developmental levels that help them become aware of and respect similarities and differences between themselves and their classmates.

If you would like your child's birthday to be recognized, please communicate with the teachers to determine what items/treats are appropriate to bring into class. Also, to meet the needs of the children, please inform the teachers if your child does not participate with celebrating birthdays or any of the holidays.

We also ask you to consider how difficult it is for a child to feel left out; therefore, party invitations should not be distributed in our program unless every student in the class is invited to the event and the distribution of the invitations does not interfere with the classroom routine, i.e., is completed outside of the preschool facility.

Reminders:

- Home-prepared food may not be served in the classroom or at TUSD-sponsored functions
- Please do not send balloons to the school

Raising a Reader

Literacy is a primary focus of the School Readiness Program, and we encourage shared reading at home by offering the Raising a Reader (RAR) Program.

Book Bag Procedures

- RAR Book bag exchange takes place once a week starting in mid-September and runs through the end of April.
- Staff will check all returned Book bags to ensure all of the books belonging to each bag are inside.
- A new RAR Book bag will not be issued until the old RAR Book bag is returned in good condition with all the books included.
- Upon successful completion of the RAR program (rotation of all 26 RAR Book bags), your child will receive a blue RAR Book bag to keep.

RAR Book Bag Expectations

- There is no cost to participate in RAR.
- RAR Book bags and all contents are property of TUSD.
- RAR Book bags will be rotated through the entire class; when a RAR Book-bag is issued to your child, it is the family's responsibility to:
 - Take care of the RAR Book bag and the books inside.
 - Return the RAR Book bag on time with all books and the RAR activity laminated sheet inside (what is the activity sheet??).
- If you discover a book that has been damaged (written in, pages torn, liquid damage, etc.) please notify preschool staff immediately.

RAR Book Bag Care Expectations:

Please review these guidelines with your child and any other family members who will encounter the RAR Book bag books.

- Keep books clean; wash hands before touching.
- Keep books in a safe place away from babies, pets, foods, and liquids.
- Turn pages carefully from the corners and use a bookmark to mark your place.
- Never write in any of the books.
- When you are not using a book, it should be kept in the bag, so it does not get lost.

Termination Policy

A student's enrollment may be terminated for any of the following reasons:

- Violation of contractor's policy and procedures
- False statements made on any enrollment document
- Ten (10) unexcused absences
- Disruptive, threatening, defiant, or abusive language or actions toward staff, parents, or students by a student, parent, parent representative or another family member of a student enrolled in the program
- Unsafe conduct on school grounds or parking lot by family members or other people acting on behalf of the parent/guardian or student.
- Violations of the Education Code regarding firearms, alcohol, smoking, drugs, physical altercations, theft, destruction of property, etc. which may or may not result in harm to a person or property by a family member or student.

Notice of Action

The Notice of Action is a legal document that is used to communicate a wide range of important information to parents. The "Notice of Action, Application for Services" is provided to the parent as the official approval or denial of admission to the TUSD State Preschool Program. The "Notice of Action, Recipient of Services" is provided to the parent when changes are made to the service agreement. These changes can include but are not limited to the following: termination of services due to excessive absences or other reasons as noted in this handbook. The "Notice of Action, Recipient of Services" will be mailed or delivered to the parent at least 14 calendar days before the effective date of the intended action.

If the parent disagrees with any action so stated in a Notice of Action, he/she may file a request for a hearing with the Director of the Early Childhood Education Program by following the procedure listed below.

"Children are our most valuable natural resource."

-- Herbert Hoover

Complaint Procedures

The procedure for filing complaints is stated in the "Funding Terms and Conditions for half-day preschool programs" published by the California Department of Education's Early Education and Support Division, 1998-99, Section X. E. - G. In response to the directions stated in these sections, TUSD has adopted the following Complaint Procedure. Please note that the italicized passages are taken directly from the "Funding Terms and Conditions" document.

Step 1 - Local Level Complaint

If a parent disagrees with the terms of the Notice of Action which may be sent to deny admission or disenrolled a child from the program the parent has the option of filing a request for a hearing with the School Readiness Coordinator *within fourteen (14) calendar days of the date the Notice of Action was received.*

Within ten (10) calendar days following the receipt of the parent's request for a hearing, the School Readiness Coordinator will notify the parent of the time and place of the hearing. The hearing will be conducted by the SR Coordinator who will serve as the "hearing officer."

The parent or parent's authorized representative is required to attend the hearing. If the parent or the parent's authorized representative fails to appear at the hearing, the parent will be deemed to have abandoned his or her appeal. Only persons directly affected by the hearing shall be allowed to attend.

During the hearing, the parent will have the opportunity to explain the reasons the parent believes the decision stated in the Notice of Action is incorrect. The Preschool staff member who issued the Notice of Action will have the opportunity to present any material facts omitted by the parent.

The SR Coordinator will *mail or deliver to the parent a written decision within ten (10) calendar days after the date of the hearing.*

Step 2 - State Level Complaint for State Preschool Programs

If the parent disagrees with the written decision from the SR Coordinator, the parent has fourteen (14) calendar days in which to appeal to the Early Education and Support Division of the California Department of Education (EESD). If the parent does not submit an appeal request to the EESD within fourteen (14) calendar days, the parent's appeal process will be deemed abandoned, and the SR Coordinator may implement the intended action.

The parent's appeal request should include (1) the reasons why the parent believes the Program Director's decision is incorrect, (2) a copy of the Notice of Action in dispute, and (3) a copy of the SR Coordinator written decision denying

the parent's initial appeal. The decision of the EESD will be mailed or delivered to the parent and the School Readiness Coordinator within thirty (30) calendar days after receipt of the appeal request.

The ECE Office will comply with the decision of the EESD immediately upon receipt thereof. If a contractor's determination that a family is ineligible is upheld by the EESD, services to the family shall cease upon receipt of the EESD's decision by the contractor.

*California Department of Education
Early Education and Support Division
1430 N Street, Suite 3410
Sacramento, CA 95814
Attn: Appeals Coordinator
(916) 322-6233*

Parents also have the right to submit a complaint to Community Care Licensing at any time. Community Care Licensing has the authority to interview children or staff without prior consent from parents. Community Care Licensing contact information: 2525 Natomas Parkway Dr., Sacramento, CA 95833 (916) 263-5744.

Appendix

Community Care Licensing Division of the California Department of Social Services

2525 Natomas Parkway Drive
Sacramento, CA 95833
916-263-5744

District Address and Phone Number

Tracy Unified School District
1875 W. Lowell Ave
Tracy, CA 95376
209-830-3200 Main Number

Children Present/Niños					Tracy Unified School District School Readiness					No Children - Staff In-service										
Parent Conference/Conferencia de					Preschool Calendar/Calendario del Preescolar 2019-2020															
July/Julio 2019					August/Agosto 2019					September/Septiembre 2019										
2	3	4	5	6				1	2	2	No School No Escuela	3	4	5	6					
9	10	11	12	13	5	6	7	8	9	9	10	11	12	13						
16	17	18	19	20	12	13	14	15	16	16	17	18	19	20						
23	24	25	26	27	19	20	21	22	23	23	24	25	26	27						
30	31				26	27	28	29	30	30										
October/Octubre 2019					November/Noviembre 2019					December/Diciembre 2019										
	1	2	3	4					1	2	3	4	5	6						
7	No School No Escuela	8	9	10	11	4	5	6	7	8	No School No Escuela	9	10	11	12	13				
14	15	16	17	18	11	No School No Escuela	12	13	14	15	16	17	18	19	20					
21	No School No Escuela	22	23	24	25	18	19	20	21	22	23	No School No Escuela	24	No School No Escuela	25	No School No Escuela	26	No School No Escuela	27	No School No Escuela
28	29	30	31		25	No School No Escuela	26	No School No Escuela	27	No School No Escuela	28	No School No Escuela	29	No School No Escuela	30	No School No Escuela	31	No School No Escuela		
January/Enero 2020					February/Febrero 2020					March/Marzo 2020										
		1	No School No Escuela	2	No School No Escuela	3	No School No Escuela						2	3	4	5	6	No School No Escuela		
6	7	8	9	10	3	4	5	6	7	9	10	11	12	13						
13	No School No Escuela	14	15	16	17	10	No School No Escuela	11	12	13	14	16	17	18	19	20				
20	No School No Escuela	21	22	23	24	No School No Escuela	17	No School No Escuela	18	19	20	21	23	No School No Escuela	24	25	26	27		
27	28	29	30	31	24	25	26	27	28	30	31									
April/Abril 2020					May/Mayo 2020					June/Junio 2020										
		1	2	3					1	No School No Escuela	1	2	3	4	5					
6	7	8	9	10	No School No Escuela	4	5	6	7	8	8	9	10	11	12					
13	No School No Escuela	14	No School No Escuela	15	No School No Escuela	16	No School No Escuela	17	No School No Escuela	11	12	13	14	15						
20	21	22	23	24	18	19	20	21	22	15	16	17	18	19						
27	28	29	30		25	26	27	28	29	22	23	24	25	26						
										29	30									



Parent Conference



No School/No Children Present Teacher In-service