



Oak Grove School District  
Child Care Centers  
Preschool Program  
Parent Handbook



Programs available at:

*Julia Baldwin Elementary*  
280 Martinvale Lane  
San Jose, CA 95119

*Earl Frost Elementary*  
530 Gettysburg Drive  
San Jose, CA 95123

*Bertha Taylor Elementary*  
410 Saunter Drive  
San Jose, CA 95123



## Philosophy

We believe in teaching and nurturing the students in all the areas that will make them better prepared for kindergarten including self-regulation, social expression, self-care, and motor skills as well as academics. Recent research has shown that kindergarten teachers want children ready for the social element of school as well as the academics. If students are ready to take care of their personal needs, get along with others, sit in circle, and sometimes work independently, then great academic goals can be achieved.

## Program Details

We offer the following program options:

### Frost & Taylor Preschools

9:00 am - 12:00 pm

- **T/TH class:** The three-year old program emphasizes developing the children's social-emotional skills. *Students must turn three years old by December 2nd of the school year in order to attend.*
- **M/W/F & M-F class [only at Taylor]:** The four-year old program focuses on an instructional program that is based on the California Learning Foundations in social-emotional development, literacy, language, and math. This class is intended for the year before Transitional Kindergarten or Kindergarten. *Students must turn four years old by September 1st of the school year in order to attend.*

### Baldwin Preschool

7:00 AM - 3:00 PM/7:00 AM - 6:00 PM

Monday through Friday

- Baldwin preschool offers a blended program for 3 and 4 year olds. In addition to the 3-hour preschool, we offer extended-day and full-daycare. Students will engage in age-appropriate activities, learning concepts and socialization skills. The program also emphasizes developing social-emotional skills, positive self-esteem and following directions. *Students must turn 2.8 years old by September 1<sup>st</sup> of the school year in order to attend.*

## Admission Policies

- The child is fully potty-trained.
- The center is able to meet the individual needs of the child.
- The child will not require additional staff time normally given to the group.

## Registration and Admission Process

All families must create an account and enroll through our online registration platform. A registration fee of \$50 per child is due upon enrollment approval.

### Priority Registration

- Priority registration is for families with a child currently enrolled in the Preschool program.

### Open Registration

- Open registration, space permitting, is for any family in the community. Students do not need to be in the school district area.



## Rights & Expectations

### Child's Rights

The following are the child's rights as a participant of OGSD Child Care Centers:

1. To be treated with respect by others
2. To be free from physical, verbal or mental abuse
3. To be treated equally regardless of religion, age, sex, ethnicity or cultural beliefs
4. To receive medical aid during emergencies and as needed
5. To be provided with a healthy, safe and caring environment

### Child Expectations

It is our expectation that children follow the rules set by the District and the OGSD Child Care Centers when they are present at the center. The following are expectations of all children.

1. Respect each other and their belongings
2. Follow directions given by staff
3. Keep hands and feet to themselves
4. Participate positively in the group
5. Refrain from obstructing another child's or adult's right to safety and peace
6. Follow the rules set by the school site

### Parents/Guardians Rights

All persons who live with and assume responsibility for the child are afforded these rights. As a parent/authorized representative you have the right to:

1. Enter Preschool whenever children are in care.
2. File a complaint against Preschool with Oak Grove School District as per Board policy without discrimination or retaliation against you or your child.
3. If you have provided a copy of a certified - court order, you may request in writing that the second parent/guardian not be allowed to visit your child, or take your child from the center.
4. Receive from the center the name, address, and telephone number of Oak Grove School District office. Receive a call back from the center within twenty-four hours.

### Adult Expectations

We believe that the behavior listed below is unacceptable and in conflict with the OGSD Child Care Centers. Any adult who fails to follow these expectations may have his or her child excluded from participation in the OGSD Child Care Centers and/or related functions.

1. No person will be mentally, physically or verbally abused or harassed. This includes the use of perverse language.
2. Alcohol, drug, and tobacco use is prohibited on any Preschool campus or during any related function.
3. Destruction, vandalism, or theft of school, Preschool or private property is prohibited.



## Hours of Operation

### Regular Hours of Operation

Baldwin Preschool

- 7:00 AM – 6:00 PM

Frost & Taylor Preschool

- 9:00 AM – 12:00 PM

Preschool observes the elementary school calendar.

## Fees & Tuition Payment Schedule

### Annual Registration Fee

There will be an annual \$50 non-refundable registration fee per child.

### Billing and Payments

Every school year, all families are responsible for registering and enrolling their child(ren) on

<https://ogsdccc.ce.eleyo.com>

All payments can be taken care of and set up through this website. Debit, Credit Cards and e-checks can be used through this system. Checks or money orders can still be turned in at the site.

### **Mid-August to early June Session: (Baldwin, Taylor & Frost Preschool)**

Tuition is divided into 9 equal payments from September to May. August and June will be prorated. Tuition is based on instructional days not including AB, In-service, October Break, February Break, Spring Break and Summer Break.

If you choose auto-payment, the system will automatically charge your saved payment method by the tuition due date of each month [see admission agreement].

### OGSD Employee Discount

Permanent employees will receive a 20% employee discount on the overall tuition. Discount applies to parents/legal guardians. Based on verification.

### Sibling Discount

OGSD offers a 5% sibling discount. Discount will be applied to the lowest tuition.

### Late Tuition

A late fee of \$25 will automatically apply if tuition is not paid by the 3rd date after the due date. There are no credits or refunds for absences or holidays.

Should parent/guardian default on payment, service to the child will be suspended.]

### Late Pick-Up

If you pick up your child after 3:00/6:00 pm [Baldwin] or 12:00 pm [Frost/Taylor], a \$1.00 a minute per child will be charged to your account (no cash). After multiple late pick-ups, OGSD has the right to terminate services.

### Returned Checks/Failed Credit Card

There will be a charge of \$25 for each non-sufficient funds (NSF) check or failed credit card payment. After two bounced checks or failed credit card payments, OGSD has the right to terminate services.

### Subsidized Programs

Preschool accepts payments from outside agencies who subsidize individual student child care. Upon enrollment, parents must provide the official signed contract from the approving agency before starting. Children cannot start without a current contract letter. Unless the agency pays for the registration fee, parents are responsible for the payment. Enrollment is based on the availability of space.

Parents must adhere to the days/hours approved and authorized by the subsidizing agency. Not adhering to the approval may result in out of pocket fees that the parent is responsible for and/or termination from the program. Subsidy agencies are not responsible for late pick up fees.

### Shared Custody

Child Care Account Owners that need auto pay to be split need to contact the Program Administrator to have it set up online. Should one parent default on payment, service to the child will be suspended.

Any court orders or legal documents will be strictly adhered to in the event of custody matters. A copy of any court documents should be submitted to the Program Administrator.



## Program Details

### Sign In & Sign Out

All children must be signed in and out of Preschool each day by the parent/guardian or authorized adult.

**Children may not be dropped off at the curb or signed-in by staff.**

Children will be released from Preschool only to those who are listed on the emergency form. Staff may require identification from people listed on the emergency contact. It is the parent(s) responsibility to update any emergency contacts and to notify the Program Administrator. Verbal permission for student release will not be honored. If parents have shared custody, either parent has the right to add a name to the emergency form authorizing a person to pick up the child.

### Sign In-Out Sheets and Subsidized Sign In-Out Sheets

In addition to Preschool sign in/out sheet, the subsidy attendance sheet must be completed daily. Reason of absence must be written on the subsidy attendance sheet. Parents are responsible to sign attendance sheet(s) at the end of each month. If the sheet(s) is not signed by the required deadline, it will be mailed to the agency and parents will need to meet with their caseworker. If parents continually fail to complete required attendance sheets, their children may be dropped from the program for non compliance.

### Absences

For safety reasons, it is important that Preschool staff know which children are expected in attendance each day. Parents must report their child's absence to Site Program Administrator whenever the child will **not** be attending Preschool, within an hour of the start of class. Parents will not be reimbursed for any absences. Special consideration will be given for long-term illnesses or other unforeseen emergencies with a doctor's note.

### Nap Time

Naps are given to all students who are enrolled in the full day schedule. Mats will be provided by the school. Please send your child with a blanket and crib-sized bed sheet that can be easily stored in their cubbies. Blankets, bed sheets, and pillows must be taken home on Fridays to be washed and returned on Monday for nap. If you have any problems or concerns feel free to speak with the program administrator or teacher.

### Discipline Policy

Corporal punishment and time outs are not permitted. Praise and positive reinforcement are effective methods of behavior management of children. With positive, nonviolent, and understanding interactions from adults, they develop good self-concepts, problem solving abilities, and self-discipline. We use a positive approach to discipline and practice the following techniques:

- Set up the classroom environment to prevent problems
- Provide alternatives and redirect children to acceptable activity
- Provide appropriate words to help solve conflicts
- Communicate with child using positive statements and at their level
- Give children the opportunity to make choices and solve the problem
- Listen to children and respect the children's needs, desires and feelings
- Apply rules consistently
- Model appropriate behavior

We emphasize the social-emotional needs and positive development of the whole child.

### IEP/504 Plan

Program Administrator and parent must meet to go over the child's IEP or 504 plan.

### Licensing

The Preschool Program is operated by a public school district and must adhere to California State Education code and Community Care Licensing.

### Staff

Staff members come to us with experience in working with preschool children. All staff are fingerprinted, have a tuberculosis skin test, and are reference-checked before hiring.

### Mandated Reporters

All Preschool employees are mandated by the State of California to report any "reasonable suspicion" of child abuse. Employees shall not form opinions or conclusions on these suspicions. It is their responsibility to contact Child Protective Services and state known facts. The responsibility then lies with Child Protective Services to investigate, draw conclusions, and, if necessary, to prosecute.



*[Program details continued]*

## Open Door Policy

Our doors are always open to parents who wish to visit our center.

## Meals

Baldwin Preschool offers children breakfast and an afternoon snack. Students are **required** to bring a lunch that does not require heating or refrigeration. Frost & Taylor Preschools offer children a mid-morning snack. If your child requires a special diet or has severe allergies, please provide an alternative from home.

## Food Policy

Special treats will be allowed with prior approval from the Program Administrator. Only store bought items will be allowed.

## Health Policy

### Emergency Procedures

Preschool staff will follow the emergency guidelines as set by the Oak Grove School District. The Preschool Leaders are trained in the district's emergency procedures. Each center has at least one staff member who is CPR certified and first aid trained at all times. All sites have phone access for emergencies. All sites are equipped with emergency supplies and first-aid kits.

### Illness

For health and safety reasons, if your child exhibits any of the symptoms listed below while at Preschool, the parent/guardian will be notified and will be expected to pick up the child within one hour.

- A fever of more than 100 degrees F. Must be 24 hours free before returning
- A productive cough with yellow or green discharge
- Eyes that are red, swollen, crusty, draining, and/or oozing
- A severe sore throat
- Diarrhea, nausea, or vomiting. Must be 24 hours free before returning
- Contraction of a childhood communicable or untreated infectious disease (exposure notices will be posted).

### Injuries

Preschool Staff may clean and apply adhesive bandages to minor cuts and scrapes and may apply ice to minor bumps, bruises or other injuries. For more severe injuries, staff will contact an authorized person to pick up the injured child and care for them and/or staff may call for emergency response. Parents or guardians must sign the Consent for Emergency Medical Treatment form. A written incident report will be given to parents if their child is injured at Preschool.

### Medication Policy

Preschool follows the school district's policy, which states that in order to administer prescription medication, parents must provide the staff with the doctor's orders for that medication, including the method and dosage for which such medication is to be taken. **A parent may not instruct authorized Preschool personnel to change the doctor's instructions of medication.** In addition, if children require an epi-pen, inhaler, or other emergency medications, parents will be responsible for providing the needed medication to the staff. We will not administer over-the-counter medication. Dispensing the medication must not interfere with the overall operations of the program. Parents must complete the Consent for Administration of Medication.