

Enterprise Elementary School District

*California State Preschool Program*

**PRESCHOOL  
PARENT  
HANDBOOK**



# Enterprise Elementary School District

*California State Preschool Program*

## *VISION*

Empowering Every Child, Every Day, to Create a Better World

### *Superintendent*

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### *Board of Education Members*

Gloria Valles  
Bonnie Hyatt  
Scott Swendiman  
Troy Wright

*For more information about our preschool program, please visit our website:  
<https://www.eesd.net/our-schools/preschool>.*

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## Site Information and Staff Listing

### **Alta Mesa Preschool**

License #455404115

2301 Saturn Skyway, Redding, CA 96002

Phone: 530-224-4139

Hours of Operation:

Morning Class: 8:00am - 11:00am

Afternoon Class: 11:30pm – 2:30pm

Teacher: Stephanie Knecht

Aides: Laura Arnold, Lacy Melendez & Corinne Kingsbury

### **Boulder Creek Preschool**

License #455403246

505 Springer Drive, Redding, CA 96003

Phone: 530-224-4148

Hours of Operations:

Morning Class: 7:30am – 10:30am

Afternoon Class: 11:00am – 2:00pm

Teacher: Mary Jo Butler

Aides: Latasha Witcraft, Melissa Jacona & Emily Traylor

### **Rother Preschool**

License #455403855

795 Hartnell Avenue, Redding, CA 96002

Phone: 530-224-4177

Hours of Operation:

Morning Class: 7:30am – 10:30am

Afternoon Class: 11:30am – 2:30pm

Teacher: Elaine Smith

Aides: Lynette Plake & John (Colly) Lord

### **Preschool Office**

795 Hartnell Avenue, Redding, CA 96002

Phone: 530-224-4178

Office Hours: Monday – Friday 7:30am – 12:00pm

Preschool Director: Scotti Gleason

Preschool Clerk: Stephanie White

# About Us

## WELCOME FROM THE STAFF

Welcome to the Enterprise Elementary School District's State Preschool Program! Our mission is to provide quality early education services to children and support services to their families. Our program is designed to ensure your child has a secure educational environment that respects your child's individual needs.

We strive to provide a nurturing, supportive, and safe atmosphere that serves as a bridge between home and school experiences. We believe children learn through play and active involvement with people, places, and things. We believe in supporting the physical, cognitive, social, and emotional growth of all children. We also value the cultural and ethnic diversity of our families and we hope that you plan to visit your child's classroom often and participate in the wide variety of special events throughout the school year.

We encourage you to use this Parent Handbook as an informational guide. Our goal is to establish a partnership that will provide a supportive and responsive environment that respects family diversity, fosters self-esteem and personal growth for children, parents and staff.

Throughout this handbook, we will use the term "parent." We recognize that "stepparent," "grandparent," "guardian," or "foster parents" are parents too! We will also refer to the Enterprise Elementary School District State Preschool Program as the Preschool Program.

## PHILOSOPHY

We, the staff at the Preschool Program, believe...

- In a "hands on" developmentally appropriate curriculum based on current early childhood education, research, and practice where children can learn to play, grow at their own pace, and feel that school is a wonderful place to be.
- In providing a physically and emotionally safe, nurturing environment that respects family diversity and fosters self-esteem and personal growth for the children, parents and staff. All children are unique individuals and the program environment reflects the cultures and languages of the program's children, families and staff. We welcome and respect all cultural backgrounds and the rights of all children and their families.
- In encouraging parent participation through activities such as attending parent education programs, by volunteering in the classroom, or by serving on the Parent Advisory Committee.
- In providing a support network for parents that will not only increase their understanding of child development, but also help the parent develop a closer relationship with their child through this shared experience. The preschool program environment reflects the cultures and languages of the programs' children, families and staff.

## PROGRAM GOALS & OBJECTIVES

Our goals and objectives as early childhood educators are to:

- Serve as a bridge between home and school.
- Provide a balance of educational, social, and physical development opportunities for all children.
- Respond to the changing needs and interests of the children.
- Establish partnerships with families, which include opportunities for parent participation and education.
- Form collaborative relationships with the community.
- Promote communication between parents and staff.

## CHARACTER DEVELOPMENT

The Preschool Program maintains that families are the key to character development. Parents and other caring adults have the primary responsibilities to teach their children the values they feel are important.

We will support families in character development by challenging children to accept and demonstrate positive values. We will do this by providing role models and activities conducive to character development. We will keep parents informed and involved.

Parents are encouraged to share their cultural heritage with the staff and children as a way of reinforcing the family concept and enriching the lives of those from different cultural backgrounds.

## EQUAL PROGRAM ACCESS FOR ALL CHILDREN

The Preschool Program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion or mental health in determining which children are served.

## PROHIBITION ON RELIGIOUS INSTRUCTION

The Preschool Program refrains from religious instruction or worship and complies with the regulations that stipulate that religious instruction or worship is prohibited.

## DAYS OF OPERATION/HOLIDAYS

The Preschool Program operates on a ten-month school calendar. The preschool is open five days a week, three hours per day. All sites have morning and afternoon sessions.

All state preschool programs operate a minimum of 180 days a year. Preschools will be closed for Professional Development Days depending on the individual school site. Please check your school site's monthly calendar for specific dates.

The preschool program observes the following holidays:

- Labor Day
- Veteran's Day
- Thanksgiving Recess (see calendar)
- Christmas Recess (see calendar)
- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday (see calendar)
- President's Day (see calendar)
- Spring Recess (see calendar)
- Memorial Day

Please review the Enterprise Elementary School District calendar for the current year's dates of closure. The calendar can be found on the back of the handbook or on the district website: [www.eesd.net](http://www.eesd.net).

## Enrollment Policies and Procedures

### ELIGIBILITY POLICY

All families must meet the income criteria for admission to the California State Preschool Program (CSPP) as set by the California Department of Education's (CDE) Early Learning and Care Division (ELCD). Participating families must re-qualify each year for services. The child must be 3 years of age by December 1<sup>st</sup> of the fiscal year they are being served. Children who have their third birthday on or after December 2 of the fiscal year, may be enrolled in a CSPP on or after their third birthday. A waiting list is maintained of eligible children when space is inadequate to meet the requests for the California State Preschool Program.

Enrollment is granted according to the California Department of Education's Eligibility and Priority Criteria (5 CCR §18131).

Priority of services is as follows:

First priority: three – or four year-old children who are recipients of child protective services or recipients who are at risk of being neglected or abused, upon written referral from a legal, medical, or social service agency, without regard to income.

Second priority: eligible four-year-old children in the following order:

1. Children who were enrolled in the State Preschool Program as a three-year-old.
2. Children whose families have the lowest income ranking based on the most recent income ranking schedule adopted by the State Superintendent of Public Instruction at the time of enrollment.
3. When two or more families have the same income ranking, according to the most recent income ranking schedule, the child with exceptional needs as defined in EC § 8208(I) shall be admitted first.
4. If there are no families with children with exceptional needs, the district will establish the

following priorities.

- a. Children who are identified as limited English proficient or non-English.
- b. Children from families whose special circumstances may diminish the children's opportunities for normal development.

After all eligible four-year-olds are enrolled, three-year-old children may be enrolled based on the priorities described in *EC subdivision 18131(b)(2) through (4)*.

Parents must provide the following information for determination of eligibility:

- Verification of recent monthly gross income.
- Number of persons in the family (see below for determining family size).
- Child's birth certificate.
- Child's immunization records.

If no children are on the waiting list, children who are not otherwise eligible for participation may be enrolled, including children who exceed the age limitations and children from families whose income exceeds the current income ceiling by 15% or less of the adjusted monthly income for income eligible families of the same size.

#### ENROLLING CHILDREN WITH EXCEPTIONAL NEEDS POLICY

Children with exceptional needs whose families are over the income eligibility threshold may be enrolled after all otherwise eligible children have been enrolled. Children with exceptional needs are children who have an individualized family service plan (IFSP) or an individualized education plan (IEP), received early intervention and related services or appropriate special education, and require the special attention of adults in a child care setting.

## Health and Social Services

The Preschool Program believes in the social, emotional and well-being of all of our children and their families. We will work to identify the needs of the child and the family for health or social services. We will work with the families to refer the child and/or the family to appropriate agencies in the community based on the need or to services offered by the district. We will follow up with the parent/family to ensure that needs have been met by maintaining communication with the parent.

For a list of community services and resources, please visit our district website at [www.eesd.net](http://www.eesd.net) or contact the preschool office at 530-224-4178.

#### HOMELESS CHILDREN AND YOUTH POLICY

A family eligible for child care and development services, will be determined to be homeless using the definition found in the McKinney-Vento Act.

The McKinney-Vento Act defines homeless children and youths as an individual who lacks a fixed, regular, and adequate nighttime residence and includes:



- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Children and youths who may be living in motels, hotels, trailer parks, or camp grounds due to lack of alternative adequate accommodations.
- Children and youth living in emergency or transitional shelters or are abandoned in hospitals.
- Children or youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are children who are living in similar circumstances listed above.

In order to meet the eligibility requirements for being homeless, families must provide the following documentation:

- A written referral from a legal, medical or social service agency, a written referral from the district or a local Homeless liaison, a Head Start Program, or an emergency or transitional shelter **or...**
- A written parental declaration that the family is homeless and a statement describing the family's current living situation.

In order to meet the need requirements for receiving services as homeless the family must either:

- Provide a written referral from one of the entities above under eligibility requirements. This referral is sufficient to establish the "need" for services.
- Provide a written parental declaration of homelessness supported by documentation of at least one of the need requirements which include seeking permanent housing for family stability, seeking employment, or engaging in vocational training, employment, or an educational program for English Language Learners or to attain a high school diploma or general education development.

We will make every effort to support our homeless families, with an understanding that the parent has 30 days to provide the required documentation or a Notice of Action; Denial of Services will be issued, by doing the following:

- Permit the immediate enrollment of homeless upon completion of application for services.
- Enrollment of homeless families without immunizations records.
- Not requiring a fixed address or mailing address.
- Conducting outreach to homeless families.

## ENROLLMENT PROCEDURES

The number of students at each preschool is determined by licenses issued by the Department of Social Services, Community Care Licensing. The CDE/ELCD requires preschools to maintain a 1:8 adult-child ratio and a 1:24 teacher-child ratio.

Enrollment applications are available at the Preschool Office, located at 795 Hartnell Avenue. If the program at the home school site is full, the parent may request to attend another preschool site where there is availability. In the event of inadequate space, the parents will be placed on a waiting list maintained by the preschool clerk and prioritized by the eligibility requirements previously listed. Enrollment is contingent on the following:

- Qualification of all required intake forms and completed application.
- Children attending the center should be toilet trained or actively in the process of being trained. Based on your child's individual needs we can assist in the toilet training process or make accommodations for your child's special needs. We require that you provide your child multiple changes of clothing or adequate amounts of diapers/pull ups and wipes and ensure any soiled clothes are taken home each day. For your child to be successful we will work with you on developing a plan and strategies that are consistent between home and the center.
- Immunization records must be submitted prior to enrollment and up-to-date. • Completion of the required physical exam for each child. Forms must be submitted within 10 days of entry into the program. Physical examinations received within a year prior to entry date will fulfill this requirement.
- Court orders must be obtained to prevent the unauthorized parent or legal guardian from certain activities, such as picking up the child or visiting the child at the program. We reserve the right to prohibit any individual from the program site if the health and safety of any child is threatened or compromised.

Family size is determined by the number of adults and children related by blood, marriage or adoption. When an adult living in the household is neither the parent of the child nor the spouse of the parent, the adult and the adult's children are not to be included in the calculation of family size. When a child is living with an adult(s) other than a natural or adoptive parent, the child is considered a family of one. The following documentation is required in determining family size:

- Birth certificates for all children related to the student.
- Custody, marriage, divorce, or any other court documentation that pertains to the child enrolling.
- Documentation to establish California residency.
- Completed and signed certification application CD Form 9600 & 9600A • For a parent claiming single parent status, check the box in Section I of the EESD-9600 and initial Section V that they self-certify their single parent status under penalty of perjury and sign the application.

If a recipient of services has been determined to have provided fraudulent information to establish initial or ongoing eligibility, services will be terminated.

## NOTICE OF ACTION APPEAL PROCESS

State regulations require that the Preschool Program notify parents of authorized services or denial of services, changes to service agreements, or termination of services within 30 days upon completion of the registration process. The State gives the right to the parents of all children enrolled in our State Preschool Program to appeal (Form CD 7617). Parents may, at any time, have an Authorized Representative. The appeal process is as follows:

- If a violation of policy or contract takes place, the parent will receive a 14-calendar day "Notice of Action" form. Parents may appeal to the Administrative Offices to request a hearing. The appeal must be requested by email, in writing, in person, by telephone, by fax, or the parent may contact the program director for a local hearing. Parents receiving a "Notice of Action" form by certified email, have 14 days to appeal (by the effective date written on the "Notice of Action.")
- Parents will receive notification of the date and time of the hearing within 10 days of receiving the parents' hearing request.
- The appeal process for parents enrolled in the program is as follows:
  - The Agency Appeal Coordinator, Heather Armelino
  - The California Department of Education

Additional information regarding the appeal process can be found on the back of the Notice of Action Form CD-7617.

## UNIFORM COMPLAINT PROCEDURE

The Enterprise Elementary School District Board recognizes that the District has primary responsibility for ensuring that it complies with all applicable state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow the Uniform Complaint Procedures (UCP) when addressing complaints.

## Family Fee

California Education Code §8273.1 exempts families of children enrolled in a part-day California State Preschool Program as described in EC §8235(e) and §8273.1(c). The family fee schedule and required documentation is used in determining eligibility.

## Funding and Licensing

### FUNDING

Funding is provided on an annual basis by the California Department of Education's Early Learning and Care Division for the State Preschool Program. The State Preschool Program complies with Title 5 and Title 22 regulations.

### LICENSING AGENCY

State Preschool Programs are licensed by the Department of Social Services, Community Care Licensing. State Preschools operate under a separate license for each site. The local licensing

agency is located at:

520 Cohasset Road, Suite 6  
Chico, Ca 95926  
530-598-5033

The Department of Social Services has the right to review records and check on any child abuse allegations by interviewing children, parents, and staff.

## Attendance Policies and Procedures

### SIGN IN/SIGN OUT PROCEDURE

The Preschool Program staff believes that it is important to communicate with the parents on a regular basis about their children. It is the responsibility of the parent to convey all pertinent information to anyone picking up or dropping off any child.

**Each child must be signed in and out daily by a parent or designee.**

When signing your child in or out either in the morning or afternoon, the parent must indicate the time of arrival or departure and SIGN HIS/HER FULL NAME. The following guidelines apply:

- To be included in the daily snack count, your child must arrive on time. • ONLY PERSONS 18 YEARS AND OLDER WHOSE NAMES ARE LISTED ON THE AUTHORIZATION FORMS WILL BE PERMITTED TO SIGN A CHILD IN OR OUT. Please schedule a conference if there are problems related to authorized adults.
- REMINDER: Photo ID is required at the time of pick-up.
- Parent must call or give written permission authorizing anyone not listed on the emergency form to sign a child in or out. Photo ID will be required.
- The State Preschool Program staff reserves the right to refuse to relinquish a child to an unauthorized person. In the case of a person deemed to be under the influence of alcohol or drugs, a parent and/or authorized person will be called to pick the child up.

### LATE PICK-UP FEE

To ensure safety, all preschool children MUST BE PICKED UP ON TIME. Children need consistency and predictability. Teachers may have meetings or other job responsibilities after the children have gone home, and are therefore not able to provide additional supervision for your child beyond the scheduled class time.

Should a parent find it impossible to pick up a child, it is the parent's responsibility to contact someone on the pre-designated list of persons authorized to pick up the child and notify the program before class dismissal. By State Law, a child left at the program after closing can be considered abandoned. If this occurs, and no authorized person can pick up your child, Child Protective Services (CPS) or another authorized authority may be contacted. Should you arrive after class dismissal and the program is closed, you will have to contact the Police Department.

## ABSENCE POLICY

The parent is responsible for notifying the classroom teacher or the Enterprise Elementary School District Preschool Office by phone or note if the child is to be absent. The specific reason for the absence is required for our records (e.g., illness, best interest day).

Examples of excused absences include illness or quarantine of child, parent or sibling, medical and dental appointments, family emergency,\* court-ordered visitations, or any reason which is deemed to be in the "best interest" of the child.\*\*

\*Absences for "family emergency" include death in the family, serious illness, or hospitalization of extended family, natural disaster, unforeseen event (e.g., burglary, auto accident, etc.), and non-recurring transportation issues.

\*\*Absences for reasons "deemed in the best interest of the child" include travel, visiting relatives, spending the day with the parent, and other activities determined by the staff and parent to benefit the child physically, emotionally or cognitively.

"Best Interest Days" are limited to ten (10) per fiscal year and include but are not limited to:

- Child's Birthday
- Religious Holiday
- Family Vacation
- Any reason that is in the "Best Interest of the Child." Specific situations will be determined on a case-by-case basis at the discretion of the Administration.

Children with an IEP, under the care of child protective services and children who are at risk have an unlimited amount of "Best Interest Days of the Child."

**Excessive absences could result in the loss of the child's place in the classroom.**

## ABSENT CHILD

- If your child will be absent from the Enterprise Elementary School District State Preschool Program for 10 or more days, prior notification in writing is required.
- The State Preschool Program requires telephone notification to the teacher or preschool office if your child will be out of the class for any reason.
- You must write the reason for the absence on the sign in/out sheet and sign your full signature.

## EXCUSED ABSENCES

- Illness/quarantine of child.
- Illness/quarantine of a parent.
- Doctor, dental or therapy appointment.
- Court-ordered visitation (copy of court document, i.e., divorce decree) needed. • Family

emergencies (i.e., illness/accident of family member, death in the family or other situations to be determined on a case-by-case basis at the discretion of the administration.)

### UNEXCUSED ABSENCES

- Any absence without a specific reason.
- Bad weather (when the program is open).
- Car problems if it's an ongoing issue.
- Child or parent overslept.
- Child stayed home with parent while not sick.
- Any absences without a full signature on the sign in/out sheets from the staff or parent.

After five (5) unexcused absences, parents will be contacted by the preschool office. If there is no response to the letter within one (1) week, the child will be formally dis-enrolled.

## Health and Wellness Policies

### HEALTH/SAFETY INFORMATION & REQUIREMENTS

#### IMMUNIZATIONS RECORDS:

All preschool children must have their immunizations up-to-date prior to enrollment, as prescribed by California Department of Education's Early Learning and Care Division guidelines.

The California Department of Education and Enterprise Elementary School District require that before a child enters public school that he/she must be immunized against the following diseases:

- 3 Polio
- 4 DTaP
- 3 Hep B
- 1 MMR, on or after the first birthday.
- 1 Hib on or after the first birthday, regardless of any doses given before the first birthday.
- 1 Varicella

### ILLNESS POLICY

For the protection of all children and staff, your child must be kept home when ill. We cannot accept your child in the classroom if he/she should have any of the following:

- Temperature of 100 degrees F or above
- Diarrhea or vomiting
- Rash
- Nasal discharge or discharging eyes or ears
- Lice
- Coughing

Children may not return to school until their symptoms and/or temperature has been normal for 24 hours.

Parents are required to contact the teacher or preschool office when your child is ill or cannot

attend the program. Parents must immediately report contagious conditions, such as measles, chicken pox, mumps, whooping cough, and streptococcal infections. Staff will notify other parents in the program. Children may return when no longer contagious.

The staff is authorized to request a written release from your child's health care professional if a health concern has not been resolved. Any absence due to illness of three or more consecutive days requires a written release to return from your child's health care professional.

Daily health checks are conducted upon arrival. This health check may be informal; however, if your child appears to be showing signs of illness, he/she may not be admitted into the program. Children, who become ill while at school, are required to be picked up within one hour of notification by you or another authorized person.

We cannot accommodate requests from parents to keep their children indoors (i.e., when they have a cold or a runny nose) because we must maintain our staff-child ratio. Parents must make alternate care arrangements for children who cannot go outdoors. Parents are encouraged to dress their children warmly in times of inclement weather.

#### MEDICATIONS

Parents must have a written authorization from the child's doctor and complete a medication authorization form for medications to be administered while at preschool. Your child's name must be on the original container of the medication per school board policy.

#### IN CASE OF AN EMERGENCY

The Preschool Program staff is trained to handle minor emergencies at the site. Each classroom is equipped with a first-aid kit. The staff is required to fill out report forms for all incidents or accidents, both major and minor. If serious injury occurs, staff will notify parents and call 911. Up-to-date emergency information on the "Consent for Medical Treatment" section on the "General Permission Form" is required.

#### DISASTER PREPAREDNESS

The Preschool Program staff is trained on how to respond in case of a disaster. In the case of a major disaster (i.e., an earthquake, forest fire), all staff on site will remain with the children until parents or designated persons can pick them up. If the staff and children are relocated for safety reasons, a notice will be posted on the door indicating the new location. In the event of an emergency shut down, parents may be called upon to pick their children up from the State Preschool Program.

In the event the State Preschool Program is unable to operate due to emergency conditions beyond our control, the State Preschool Program will be closed until further notification.

#### NOTIFICATION OF CHANGE

It is very important that we maintain current and accurate records on your child in case of an emergency. The following are requirements for the safety of your child:

- It is the responsibility of the parent to notify the teacher of any changes to the "Identification and Emergency Information" form. This form must be up-to-date. The State Preschool Program depends on you to supply accurate information in order to contact you in the

event of an emergency or illness concerning your child. This information includes: home address and telephone, work location and telephone numbers, doctor, dentist, required medication, physical limitations, and authorized adults on the pick-up list.

- Parents may be requested to update a new "Identification and Emergency Information" form when necessary. The State Preschool Program may refuse admittance or terminate services if the "Identification and Emergency Information" form or documentation is found to be incomplete or inaccurate.

## **PLEASE KEEP YOUR REQUIRED EMERGENCY INFORMATION CARDS UP-TO-DATE!**

## Nutrition

Balanced meals which include a variety of foods provide the foundation for developing positive attitudes toward food, understanding proper nutrition, and forming good eating habits. The meals and snacks consist of food that is culturally and developmentally appropriate for the children and meets the nutritional requirements specified by the National School Lunch Program.

Menus are posted in each classroom. As per Title 5 CR §18111 & §18278 Enterprise Elementary School District is required to provide nutritional snacks and/or meals for all California State Preschool Program preschool children currently enrolled at no additional cost. Parents must complete and turn in a district Child Nutrition Application.

It is imperative that the program is notified of any food allergies. Please indicate any allergies on the "Personal Health History" form. Allergy lists are posted in each classroom.

## In the Classroom

### CLASSROOM SCHEDULE

The daily schedule which is tailored to meet the needs of the children is given to parents at the beginning of each school year. This schedule is posted in each of the classrooms for parents to review. The schedule may include greeting time, circle time, planning time, work time, clean-up time, review time, outside time, snack or meal time, and small group activities.

### CLASSROOM CURRICULUM

Desired Results Developmental Profile (DRDP) is an assessment instrument designed for teachers to observe, document and reflect on the learning, development and progress of children in the classroom. The assessment results are intended to be used by the teacher to plan curriculum for individual children and groups of children and to guide continuous program improvement. DRDP assessments are completed 2 times per year, Fall and Spring. Daily observations, photos, student's classroom work and Learning Genie are used to help Teachers complete this process.

### CLASSROOM GUIDELINES

The rules in the classroom are clearly stated, consistently enforced, and developmentally appropriate. See example listed below.

#### Large Blocks

- Stack blocks no higher than your chin.



- Knocking down structures made with large blocks is discouraged due to safety and care of the equipment.

#### Small Blocks

- Structures may be knocked over by the builders only.

#### Noise Level

- Save loud voices for outside.

#### Active Play

- Running and chasing are outside activities.
- Climbing is for the play structure outside. In the classroom, children's feet stay on the floor.

#### Use of Materials

- Equipment is used with care and respected by the children and adults.
- Children are encouraged to participate during clean-up time.
- Most indoor equipment stays inside the classroom unless set up in a designated area by the teacher.

#### Circle Time

- If a child is unable to participate in circle time, his/her options are limited to a quiet activity (i.e., library area, listening from classroom table).

#### Materials Used in Designated Areas

- Playdough and messy materials stay in designated areas during work time.

### PLAYGROUND GUIDELINES FOR ADULTS

Staff provides supervision and interactive experiences during outside play.

- Adults must not place a child on a piece of equipment that the child would not choose to go on independently.
- Be aware of active play interchanges that could lead to potentially dangerous consequences, in particular on the large play structures (i.e., chasing games or games emulating violence). Redirect children before play becomes too rough and someone gets hurt. Stop an on-going activity if it is harmful to children or equipment. • Crashing bikes and playing with sticks or sharp objects is unsafe and must be discouraged and stopped.
- When a child gets off a bike, it is available to other children.
- Close and latch all gates you walk through.
- An authorized adult must supervise children at all times.

## Parent Participation

### PARENT ORIENTATION

Parent Orientation will be held at the start of the school year. During this time the teacher will introduce you to the classroom, the program philosophy, goals and objectives, discuss program activities, distribute information and take sign-ups for parents interested in volunteering within the classroom. Parent attendance is encouraged.

### OPEN DOOR POLICY

Parents are welcome at ALL times to observe in the classroom. All parents are encouraged to participate in their child's classroom. Here are some suggested ways for getting involved:

- Ask the teacher for a meeting time to discuss your child's progress.
- Voice concerns immediately.
- Offer your time, your talents and donations to the classroom.
- Attend program functions, such as field trips, special events, etc.

The State Preschool Program staff is continually seeking to promote education for parents on the subjects of child development, parenting skills, and other related topics.

#### PRESCHOOL VOLUNTEER POLICY

We welcome you to volunteer in your child's preschool classroom. Parent volunteers are often needed for different events. In order to volunteer in the preschool, California State Law requires all volunteers to be immunized against influenza, pertussis and measles. Every volunteer must receive an influenza vaccination between August 1 and December 1 of each year. The preschool is required to keep volunteer immunization proof on file. If you are interested in volunteering in our preschool program you are required to provide documentation of the following vaccines: DTap, MMR and FLU.

#### PARENT-TEACHER CONFERENCES

The Preschool Program staff encourages ongoing communication between the staff and parents. Parent-teacher conferences are required in the State Preschool Program and will be scheduled by your child's teacher twice a year.

During this time, the parent will have the opportunity to discuss your child's progress and share ideas for helping your child at home. Teachers are available to meet at any time throughout the year.

#### PARENT ADVISORY COMMITTEE

The purpose of the Parent Advisory Committee is to bring parents and staff together to accomplish goals that will enhance our preschool program for the benefit of the children and to build relations between the parents and the staff.

There will be between 4 and 5 meetings per year. You can sign up by contacting the preschool office Monday-Friday between 7:30am and 12:00 pm at 530-224-4178.

Goals of the Parent Advisory Committee include but are not limited to:

- To increase parent involvement.
- To have a parent representative for each class.
- Share ideas and suggestions.
- Parent representatives will bring any questions and concerns to the committee.
- Annually review the parent handbook.
- Share ideas on encouraging community involvement (i.e., donations).

#### COMMUNITY INVOLVEMENT

The Preschool Program encourages community involvement by communicating our philosophies, goals and objectives, information regarding our program via our preschool website.

# Discipline

## DISCIPLINE TECHNIQUES

Verbal Reminders:

Example: "Clean –up has already been called. What can I do to help you to clean up?"

Redirection:

Using redirection suggests an alternative choice of activities as a way of avoiding a possible upcoming conflict in the area where the child is currently playing. This procedure may also be used to remove a child from an activity when he/she is not behaving appropriately. Redirection provides an opportunity for the child to settle down while spending time with a staff member or to direct the child to another activity.

Conflict Resolution:

Children are encouraged to work out their difficulties with each other. Children might be asked, "What happened?" "What could you do instead?" If a child has trouble verbalizing his/her response, the teacher may ask the child, "What do you think?" or "Do you have any ideas?"

Logical and Natural Consequences:

The consequence needs to be directly related to the child's inappropriate behavior. We believe these disciplinary techniques will create an environment that will encourage cooperation and appropriate behavior. If a child's behavior threatens the physical or emotional health or safety of children or staff, the Expulsion Policy will become effective.

## INTERVENTION/TERMINATION POLICY

The goal of the program is to enhance student's positive social skills and to encourage conflict resolution whenever possible. Occasionally, incidents occur that cannot be handled during class time and/or need more intensive intervention. If a child's behavior requires intervention, the following process will apply:

Step One: Written Notice

The parent will receive a written notice describing the particular behavioral issue of concern. The notice will include an invitation to call the teacher to discuss the matter. A copy of the written notice will be sent to the Preschool Office.

Step Two: Parent Teacher Conference

During the conference, an action plan will be developed and signed by both the teacher and parent as to the course of action that will result in the best interest of the child, the family and the program. The action plan will include some and possibly all of the following steps:

1. Teacher and Program Director will observe and document behavior. The teacher will contact the parent to schedule a parent conference to formulate and carry out a positive discipline plan to help the child feel more successful in the program. Depending on the severity and frequency of the child's inappropriate behavior, a parent may be asked to stay and support his/her child until the child has enhanced his/her social skills and is

- demonstrating appropriate behavior.
2. With the parent's permission, the State Preschool Program may bring in District Support Specialists to provide resources and additional support for the child.
  3. Non-adherence to the action plan will result in termination. The parent will receive a "Notice of Action" form, giving a 14-calendar day notice to find other arrangements for their child.

### IMMEDIATE EXPULSION

If a child or parent commits an extremely serious offense, the child may be immediately terminated from the program without previous written notice, per district policy. Such examples would be the following:

- Running away from supervision.
- Behavior that endangers the health and safety of others.

Every effort will be made to provide a safe and secure learning environment for all children. The State Preschool Program will follow due process as described in 5 CCR §18119-18122.

### PARKING LOT SAFETY

The following rules must be observed at all State Preschool sites:

- Enter and exit by following the arrows.
- Park ONLY in a designated space so other cars and pedestrians will not be blocked from passing. Observe "NO PARKING" signs so that emergency and delivery vehicles have access.
- Turn off the car engine and take keys with you. DO NOT LEAVE OTHER CHILDREN, purses or valuables in your car.
- For the safety of the children when entering and leaving through gated areas, please latch any gates.
- All children must be accompanied by an adult while in the parking lot.

The above information must be conveyed to anyone who will sign in and/or out your child from the State Preschool Program.

## General Policies

### CLOTHING

Because of the wide range of activities, it is recommended that children wear washable, comfortable clothing. For water and art activities, the program provides aprons or smocks. Please provide tennis shoes or other closed-toed shoes so that your child may safely climb and run. Check that shoes fit well, as poorly fitted footwear can cause accidents. It is recommended that parents bring an extra set of clothing for their child in the case of an accident. (Please make sure the clothing is marked with your child's name.)

### STUDENT USE OF TECHNOLOGY

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS) Each student

who is authorized to use district technology shall have on file at his/her school acknowledgement of receipt of this Enterprise Elementary School District Acceptable Use Agreement and Release of District from Liability, signed by his/her parent/guardian (and student, where applicable) as an indication that they have read and understand the agreement. These activities vary by site and include but are not limited to tablet computers, desktop computers, and interwrite boards.

#### PHOTOGRAPH

Photographs of students may be published, together with their names, except when their parent/guardian has notified the Office of the Superintendent, in writing, to not release the student's photograph. Such requests must be renewed annually within 20 days of enrollment. Photographs of groups of students, such as at a school event, ie., pep rallies, school wide activities, etc., may be published provided that students' names are not included for those whose parents/guardians have presented the aforementioned request to the Office of the Superintendent.

#### TOYS AND CANDY

Please do not send toys except on sharing days with the teacher's permission. The program cannot be responsible for any lost or damaged items. Candy and gum are not permitted.

#### CONFIDENTIALITY OF INFORMATION

The use or disclosure of financial or other information concerning children or families will be limited to purposes directly connected with the administration of the State Preschool Program. No other use of the information is utilized without the parent's prior written consent. Parents have access to all information contained in their own child's file.

#### LEGAL SURNAME POLICY

All students are recorded and referred to by their legal surname, as documented on the legal birth record or a Court Order of Change of Name. A request from a parent to have a student's surname changed in the school records will be honored only with legal documentation.

#### CHILD ABUSE POLICY

The California Penal Code states that our staff must report any unusual marks found on a child, or statements made by a child that may indicate "suspected" abuse or neglect, to the police or Child Protective Services. Failure by our staff to report suspicious situations within 36 hours is a misdemeanor for the staff member, punishable by six months in jail and/or a \$1,000 fine.

#### MEGAN'S LAW

The State of California has passed legislation that allows a parent to check with local law enforcement agencies to see if there are people residing near your home or your child care program that are registered sex offenders. Registered sex offenders include people convicted of crimes ranging from indecent exposure to rape or molestation.

## CALIFORNIA CAR SEAT LAW

- Children under 2 years of age shall ride in a rear-facing car seat unless the child weighs 40 or more pounds OR is 40 or more inches tall. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the car seat.(California Vehicle Code Section 27360)
- Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
- Children who are 8 years of age OR have reached 4 feet 9 inches in height may be secured by a booster seat, but at a minimum must be secured by a safety belt(California Vehicle Code Section 27363)

Violation of these safety seat laws may result in fines up to \$250 or more, and your automobile insurance rates may increase. The State Preschool Program is required by law to notify Child Protective Services or local police authorities of non-compliance with this law. For more information about safety seats and booster seats, call your local health department at (530) 225-5850 or 1 (800) 300-5122. You can also visit and/or call

- Safety Belt Safe U.S.A. at 1-800-745-SAFE (English) or 1-800-747-SANO (Spanish)  
[www.Carseat.org](http://www.Carseat.org)
- California Highway Patrol at - [www.chp.ca.gov/programs-services/programs/child-safety-seats](http://www.chp.ca.gov/programs-services/programs/child-safety-seats)

## PROBLEM-SOLVING

Always check with your child's teacher if you have questions or concerns. Contact the classroom teacher if you:

- Have medical concerns, or your child is ill.
- Have a concern about discipline at the program.
- Have a child having program behavior problems.
- Change your phone number, address or job (income eligible status).

## SPECIAL CONCERNS

If you have a concern about the preschool program, please discuss it with the staff in the following order:

1. Preschool Teacher
2. Preschool Program Director
3. Superintendent
4. Contact the State Licensing Office

**Community Care Licensing  
530 Cohasset  
Chico, CA 95926  
530-895-5033**

# Parent and Teacher Signature Page

My signature below indicates that:

- I have received and will review the 2022/2023 Preschool Handbook for Parents and Guardians.
- We understand and agree to be bound by all of its policies and requirements.

\_\_\_\_\_  
Parent/Guardian Name (please print) Parent/Guardian Signature

\_\_\_\_\_  
Child's Name Date

Teacher \_\_\_\_\_

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