Azusa Unified School District

Early Childhood Education Programs

California State Preschool Program (CSPP)

PARENT HANDBOOK

Wisdom Begins in Wonder…

Make the Journey



Dalton Elementary School
245 W. 10th Street
Azusa, CA 91702
(626) 815-4700



Dear Families,

We would like to take this opportunity to welcome you and thank you for choosing our program.

We understand the importance of providing positive school experiences for you and your child. We strongly commit ourselves in offering educational programs and support services that are developmentally appropriate, enriching, and sensitive to the diverse needs of the community. Furthermore, we make certain that we employ dedicated and caring staff who will ensure your family's success in the program.

The Parent Handbook contains rich resources for families. You will find program highlights, community resources, and information about your roles and responsibilities. As you will see, you are afforded many opportunities to be involved in your child's education. We encourage you to participate as much as you can.

We hope you have a wonderful and enriching school year.

Respectfully,
Jenny T. Le
Director, Early Childhood Education Programs
626-815-4700; jle@azusa.org

THIS PARENT HANDBOOK BELONGS TO:

NAME: _____ CHILD'S NAME: _____

ADDRESS: _____ CITY: _____

PHONE: _____ SCHOOL: _____

MISSION STATEMENT

The mission of the Azusa Unified School District Early Childhood Education Program (AUSDECEP) is to provide quality and appropriate educational and developmental experiences for pre-kindergarten children and their families within a safe and nurturing environment, which result in productive students, strong families, and effective community partners.

CORE WORK VALUES

Dedication

The highest form of commitment, dedication is not what others expect of you. It is what you can give to others: to work with loyalty, dedication and a purpose to achieve the impossible.

Teamwork

The ability to work together toward a common vision, teamwork is the ability to direct individual accomplishments toward organizational objectives. Coming together, sharing together, working together and succeeding together, teamwork divides the task and doubles the success.

Trust

Trust must be earned. We strive to act in ways deserving of others trust, establish a positive corporate culture that encourages creativity and risk-taking on the part of all staff, and show others that you trust their ideas and experience.

Integrity

Integrity is the consistency of actions, values, methods, expectations and outcomes, and is at the core of all we do and say.

Respect

A demonstration of honor, values and reverence for someone, respect is having the same equal level of respect for all.

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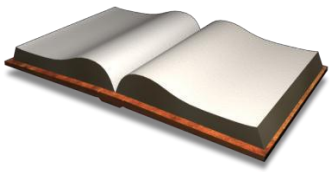


DISTRICT ADMINISTRATIVE STAFF

BOARD OF EDUCATION

,Sabrina Bow, Ed.D., President

Yolanda Rodriguez-Peña, Vice President

Gabriela Arellanes., Clerk

Adrian Greer, Member

Sandra Benavides, Member

DISTRICT ADMINISTRATION

Arturo Ortega
Superintendent

Norma Camacho
Assistant Superintendent
Educational Services

Latasha Jamal
Assistant Superintendent
Business Services

Jorge Ronquillo
Assistant Superintendent
Human Resources

AZUSA UNIFIED SCHOOL DISTRICT

546 S. Citrus Avenue

Azusa, CA 91702 (626) 967– 6211

Azusa Unified School District
Uniform Complaint Procedures (UCP) Annual Notice

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties.

The Azusa Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in: Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, Safety Planning Requirements, and failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Director of Student Support Services
546 S. Citrus Avenue, Azusa, CA 91702
626-858-6168

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee. Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

The complainant has a right to appeal the Azusa Unified School District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Azusa Unified School District's Decision. The appeal must include a copy of the complaint filed with the Azusa Unified School District and a copy of the Azusa Unified School District's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the Azusa Unified School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The District prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

For more information or to report a violation, contact the Director of Child Welfare and Attendance at 626-858-6168, or mail inquiries to: 546 S. Citrus Avenue, Azusa, CA 91702

A copy of the Azusa Unified School District's UCP policy and complaint procedures shall be available free of charge.

OVERARCHING GOALS OF ALL AZUSA SCHOOL DISTRICT'S EARLY CHILDHOOD EDUCATION PROGRAMS

1. **Relationships are Central.**
2. **Play is the primary context for learning.**
3. **Learning is integrated.**
4. **Intentional teaching enhances children's learning experiences.**
5. **Family and community partnerships create meaningful connections.**
6. **Individualization of learning includes all children.**
7. **Responsiveness to culture and language supports children's learning.**
8. **Time for reflection and planning enhances teaching.**

AZUSA UNIFIED SCHOOL DISTRICT SCHOOL SITES

Charles H. Lee Elementary School
Principal Diana Rojas
550 North Cerritos Ave, Azusa, CA 91702
Telephone 626-815-5269

Clifford Murray Elementary School
Principal Adrian Acosta
505 East Renwick Road, Azusa, CA 91702
Telephone 626-633-8700

Henry Dalton Elementary School
Principal Laura Clarke
500 East 10th Street, Azusa, CA 91702
Telephone 626-815-5245

Hodge Elementary School
Principal Jeanette Flores
700 West 11th St, Azusa, CA 91702
Telephone 626-814-5253

Longfellow Elementary School
Director Jenny T. Le
245 West10th Street, Azusa, CA 91702
Telephone 626-815-4700

Magnolia Elementary School
Principal Marcella Fonseca
945 East Nearfield, Azusa CA 91702
Telephone 626-815-5885

Paramount Elementary Schol
Principal Antonio Flores
409 W. Paramount St, Azusa, CA 91702
Telephone 626-815-5104

Valleydale Elementary School
Principal Horacio Trejo
700 S. Lark Ellen Ave, Azusa, CA 91702
Telephone 626-633-8600

Gladstone Middle School
Principal Sam Perdomo
1340 North Enid Ave, Covina, CA 91722
Telephone 626-815-3600

Azusa High School
Principal Gabriel Fernandez
240 North Cerritos Ave, Azusa, CA 91702
Telephone 626-815-3400

Sierra High School
Principal Theresa Peterson
1040 E Gladstone Street, CA 91702
Telephone 626-852-8300

Azusa Adult Education Center
Principal Antonio Contreras
1040 E Gladstone St, Azusa, CA 91702
Telephone 626-852-8400

PROGRAM DESCRIPTIONS

CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP)

Effective July 1, 2009, Assembly Bill No. 2759 consolidates funding for State Preschool and General Child Care contracts that currently provide services to eligible three and four-year-old children in a center-based setting to create the California State Preschool Program, the largest state-funded preschool program in the nation. The Azusa Unified School District CSPP offers only part-day services at this time. All children must be at least 3 years of age on or before September 1st of the school year in which he/she will be enrolled and meet eligibility guidelines.

PART DAY PRESCHOOL (CSPP)

The California State Preschool Program is offered to children who are from 3 to 4 years of age within the local community whose families meet income eligibility requirements as set forth by the California Department of Education. The CSPP operates 10 months a year, 5 days a week, and operates in two (2) sessions; a morning session from 8:00 a.m. to 11:00 a.m. and an afternoon session from 12:00 p.m. to 3:00 p.m. The Azusa Unified School District CSPP is in compliance with Title 22 and Title 5 regulations. Comprehensive services include education, social services, health, mental health, nutrition, and parent involvement.

PROGRAM PHILOSOPY

The Azusa Unified School District Early Childhood Education Program (AUSDECEP) believes that every child deserves the opportunity to develop as an individual in an environment that is respectful, diverse, and stimulating. The Early Childhood Education program staff work with our community partners and parents to develop a quality program that offers appropriate educational and developmental experiences for all children enrolled in our programs.

We provide a safe and nurturing environment where learning can occur which will ultimately result in Kindergarten readiness.

The AUSDECEP encourages each child to bring their individual strengths, family values, and culture to the program. We understand that all children have different levels of maturity, abilities and levels of functioning, and as we embrace individual differences and acknowledge similarities, we support all children as they build upon what they *already* know. Classroom staff prepares developmentally appropriate learning experiences that introduce academic concepts enabling children to grow in knowledge, develop a sense of self, to build confidence and social competency. Furthermore, the AUSDECEP utilizes qualified staff, and parent volunteers to implement our ECE program and is supported through extensive community relationships which are all essential to the successful implementation of a quality educational program.

PROGRAM GOALS

- Meet the individual needs of every child enrolled in our ECE program

- Provide key learning experiences and activities that allow children to be active learners, develop physically, become socially competent, and engage in safe and healthy daily practices.
- Provide free/affordable, early childhood education, offer essential preschool experiences in a safe, secure, nurturing, and supportive environment.
- Develop self-esteem, a positive attitude, and respect for all cultural differences.
- Facilitate opportunities for parents to volunteer and actively participate in all aspects of the program.
- Promote communication between parents, administrators, and staff.



INTRODUCTION

The AUSDECEP offers an enriched educational environment that promotes growth and development. Classroom staff utilizes age-appropriate activities that promote language, social-emotional, physical development and pre-academic skills. Children engage in child initiated and teacher directed activities that support their level of interest and development. Children are assessed throughout the program year to determine developmental progress, to set goals, and to individualize curriculum.

TEACHING APPROACH (See Sample Lesson Plan – Appendix A)

The AUSDECEP uses a developmental approach to instruction and learning. Children are introduced to intentional learning experiences that encourage active participation.

Instructional strategies are research based and promote the concept that children learn best by following their personal interests. Children plan, and recall what they have learned in their environment that is engaging and hands-on.

The AUSDECEP utilizes World of Wonders and Everyday Math Curriculum. *World of Wonders* is an early childhood literacy program that provides developmentally appropriate instruction for young learners, ages 3 to 5, including cross-curricular activities, focusing on socio-emotional development. Both curriculums are research based and can be aligned with State and Federal Desired Results Development Profile – Revised (DRDP-R) Child Outcomes, and Preschool Foundations.

ASSESSMENTS

1. Desired Results Developmental Profile (DRDP) – observations by staff 2-3x yearly

2. DRDP Tech Reports derived from the observations by staff given to parents at conferences
3. ASQ3-Completed by parents at Orientation with results given at conferences
4. ASQ-SE2- Completed by parents at Orientation with results given at conferences

EARLY CHILDHOOD ENVIRONMENTAL RATING SCALE (ECERS)

Each preschool teacher is required to assess their classroom using the Early Childhood Environmental Rating Scale (ECERs) tool at least once each school year. The goal is that each classroom is designed to meet State requirements. The objective is for each sub-scale to receive at a minimum 5 out of 7 score. The information obtained from this assessment is then used to help teachers design and purchase materials each school year to enhance their classroom environments. This tool and classroom scores are available for parents to review.

LICENSING REGULATION

Dear Prospective Parents,

The AUSDECEP wish to advise you of the following Licensing Regulations (101200 (a-c)) set forth by the California Department of Social Services Community Care Licensing Division:

- The Department has the authority to interview children or staff without prior consent. AUSDECEP shall ensure that provisions are made for private interviews with any children or staff members.

- The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying.

- AUSDECEP shall ensure that provisions are made for the examination of all records relating to the operation of the classroom.

- The Department has the authority to observe the physical condition of children, including conditions that could indicate abuse, neglect, or inappropriate placement.

ADMISSION POLICY



All children admitted to the AUSD CSPP must be at least 3 years of age on or before September 1st of the school year in which he/she will be enrolled. In order to qualify for subsidized services each family must meet the guidelines set forth by the State of California. All CSPP programs require families to provide proof of income eligibility. The parent is responsible for providing required documentation.

Eligibility

CSPP is funded by the California Department of Education. Policies for providing services are developed in accordance with the "Funding Terms and Conditions Contract" of the State Department of Education, California Child Care Licensing Requirements.
Paperwork to be completed for admission includes licenses:

- LIC 995-PARENTS' RIGHTS
- LIC 613a-PERSONAL RIGHTS
- LIC 700-IDENTIFICATION AND EMERGENCY INFORMATION
- LIC 627-CONSENT FOR EMERGENCY MEDICAL TREATMENT
- LIC 701-PHYSICIAN'S REPORT
- LIC 702-CHILD'S PREADMISSION HEALTH HISTORY

and * immunization requirements (pgs. 10-11).
A child is eligible for CSPP services when the family meets the requirements for age and family income as established by the regulations. For eligibility purposes, "family" refers to "the parents and children for whom the parents are responsible".

Income

Total countable income means all income of the individuals counted in the family size according to California State Preschool Program (CSPP) regulations, for example:

- Gross cash income
- All earned income
- Military and veteran's benefits
- Social Security benefits (SSI; disability only)
- Unemployment compensation
- Child support payment received/alimony
- Public assistance benefits

Applicants who are employed or self-employed are required to provide all documents requested by staff including but not limited to the following:

Employed	Self Employed
• Release authorization and payroll check stubs (Current month for part day and one year previous to the date parent/guardian is applying for services for full day). • Release authorization and official letter from employer • Other official record of wages issued by the employer.	• Official letter from source of income • Other business records, such as ledgers, receipts, or business logs. • Affidavit under penalty of perjury

In cases where applicant is not able to provide any of the documents mentioned above, parents can self-certify income, however the certification must include who provides the income and how often.

Family Size

According to CSPP regulations, "family" refers to the parents and children for whom the parents are responsible.

Required documentation for enrollment includes:

- **Income Verification:** The following documentation will be acceptable: *check stubs from the most current month, a letter from a public assistance agency indicating monthly allocation, savings/checking statement, child/spousal support payment, other documents as determined by State regulations.*
- **Documentation verifying parental rights or guardianship (if applicant is claiming to be sole caregiver):** *Custodial care documents from the court, address verification, restraining orders, other documents s determined by State regulations.*
- **Residence verification:** *Utility bill, bank or credit card statement.*
- **Child's (and siblings if applicable) birth certificate:** *County, hospital, or baptismal certificate*
- **Child's immunization record** *California law states:* **"No Shots-No School."** *Child must have the following shots:*

Number of Shots	Vaccination
3	Polio
3	Hep B
1	Hib
4	DTP
1	MMR
1	Varicella

- **Child's current physical exam**
- **Employment Verification** (if applicable)

- **Training Verification** (if applicable)
- **Statement of Incapacity** (if applicable)

HOW FAMILIES ARE SELECTED (CSPP)

Priorities

Once all required documents have been reviewed it will be determined if the child is eligible.

Families requesting California State Preschool Program (CSPP) are given priority in the following order:

1. Four-year-old children who receive Child Protective Services.
2. Four-year-old children in the following order:
   a) Children who were enrolled in CSPP as a three-year-old.
   b) Children whose families have the lowest income ranking based on the most recent income ranking schedule (ranking is based on family size and total countable income).
   c) After spaces are full and applications ranked, an eligibility list will establish priority based on Eligibility Point Count (EPC).
   d) If two families with the same EPC points are next on the list, staff will enroll children according to the day the Pre-enrollment application was received.
3. Three-year-old children (in the order mentioned above; with the exception of items listed on subsection a).

ENROLLMENT PROCESS

Notification

If the child is eligible, the family will be given an enrollment packet to complete. The enrollment packet consists of several forms requiring personal and contact information. When the packet is completed at the Children's Center office, Longfellow Elementary, applicants will be given a "Notice of Action" indicating the child is eligible to receive services and will begin participation in the program. In addition the "Notice of Action" will include the times and days (contract hours) the child will be attending.

CONFIDENTIALITY

Information obtained from families to determine eligibility and to complete the enrollment process is completely confidential and as such maintained and viewed only by authorized district and county personnel. Confidential records will not be released unless stipulated by written parent/guardian permission. All designated personnel accessing confidential files, do so only for program related purposes.

WAITING LIST (CSPP)

Waiting list applications are accepted throughout the program year. Families placed on the waiting list will be admitted based on *"Admissions Priorities"* set forth by the State of California. "Admissions Priorities" include …

- First priority will be given to CPS referral or at risk (4 years of age)
- Second priority will be given to the 4 year olds from families with lowest income

When two families have the same income, then priorities will be given to the family with special needs.
When preschool openings are available, the Children's Center will refer to the waiting list and contact families according to the selection guidelines (please see priorities). Families on the waiting list will be contacted when space is available and in conjunction with the waiting list priority (rank) order.
Parents are contacted by mail, e-mail (if provided), or telephone to schedule an appointment to bring in the required documents for enrollment.

NOTICE OF ACTION AND UPDATING RECORDS

The "Notice of Action" (NOA) is a written notification of status change for California State Subsidized Families: (i.e. Provision, approval, change, and termination of services). Once a child is enrolled it is the parent(s)/guardian(s) responsibility to keep all documents and information updated. **Emergency cards are critical. They must be complete and current at all times.**

A "Notice of Action" will be issued by staff when any of the following occurs:

- Certification is completed
- Termination of services

In addition**,** the License 701 Physician's Report- Child Care Center form **must be received by the 30th day from the date of the Notice of Action (NOA).** The License 701 is the pre-admission health evaluation that is to be completed by the child's pediatrician. **A child will be excluded from the program if our office has not received the License 701 form within the appropriate timeline.**

Upon receipt of a Notice of Action, all participants have the right to appeal. Please see the attachments to the NOA for information about the appeal process *(please note that the appeal process is time sensitive)*

NON-DISCRIMINATION

The AUSDECEP and activities shall be free from discrimination based on gender, actual or perceived sex, sexual orientation, race color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Our district understands and implements the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations for children with disabilities. If you believe you have been discriminated against, immediately contact Leslie Ford, the Director of Early Childhood Education at Longfellow Elementary at (626) 815-4700.

ADA-Title II: AUSDECEP complies with Americans with Disabilities Act of 1990, Public Law 101-336 and 42 U.S.C. 12101 et seq. These regulations prohibit discrimination on the basis of disability, and require that no qualified individual with a disability be denied the benefit of child development services, programs, or activities.

RELIGIOUS INSTRUCTION

The Early Childhood Program refrains from religious instruction and worship, and complies with the regulations which stipulate that religious instruction or workshop is prohibited.

RE-ENROLLEMENT FOR THREE YEAR OLDS

Families of three year old children who wish to attend CSPP for a second year, as a four year old child, must fully meet all current eligibility requirements and complete a new enrollment packet.

ABIDE BY AGENCY POLICIES, PROCEDURES, AND PROGRAM REQUIREMENTS

It is the responsibility of the parent to abide by all policies; procedures, and requirements to obtain and continue receiving preschool services. Not doing so may mean termination of services.

STUDENT SUCCESS TEAM MEETINGS (SST)

We know children are most successful when there is a cooperative effort between parents and school personnel. The Student Success Team is a positive, problem solving process that includes parents and staff.

The following are reasons for SST Meetings:

- Three or more "late arrivals or late pick-ups."
- Excessive unexcused absences.
- Unsafe behavior of child on school grounds, resulting in or which poses high-risk of injury to self or others.
- Damage or theft of school property or property of others.
- Parents or children engaging in rude, malicious, or threatening behavior towards staff, other parents, and/or children.
- Violations of any Education Codes regarding firearms, alcohol, drugs, physical altercations, theft, destruction of property, immoral conduct, which may or may not result in harm to person or property.

Reasons identified above may result in suspension from the program. Reasons are reviewed and suspension determined on an individual basis.

Appeal Procedures

If you do not agree with the Azusa Unified School Districts action as stated on the Notice of Action, you may appeal the intended action. This written appeal should be filed at the Azusa Unified School District Early Childhood Education Administrative Office located at:

Jenny T. Le
Longfellow Elementary
245 W. 10th Street
Azusa, CA 91702

Within ten (10) calendar days following the receipt of your appeal request, you will be notified by the Azusa Unified School District of the time and place of the hearing. You or your authorized representative are required to attend the hearing. If you or your representative does not attend the hearing, you abandon your rights to an appeal, and the action of the Azusa Unified School District will be implemented.

Within ten (10) calendar days following the hearing, the Azusa Unified School District shall mail or deliver to you a written decision.

Parents/Guardians also have the right to appeal to the California Department of Education/Early Education and Support Division if you disagree with the decision of the Azusa Unified School District within 14 days of receipt of the written decision. The appeal to the California Department of Education must include (1) written statement specifying the reasons you believe the Azusa Unified School District's decision was incorrect, (2) a copy of the Azusa Unified School District's decision letter, and (3) a copy of both sides of the Notice of Action including the attachment for the appeals process.

MAIL CORRESPONDENCE TO:
California State Department of Education
Early Education and Support Division
1430 N. Street, Suite 3410
Sacramento, CA 95814
Attn: Appeals Coordinator

Within 30 calendar days after the receipt of you appeal, the **CDE** will issue a written decision to you and the Azusa Unified School District. If your appeal is denied, the Azusa Unified School District ECE program will cease to provide services immediately upon receipt of the CDE's decision letter.

Procedure to voluntarily report termination of services:

- Please inform your child's teacher immediately
- Please notify the office staff and state the exact day you wish services to be terminated for your child
- Ensure the attendance/time sheet for your child is fully completed (including absences) up to the last day of service

PROGRAM INFORMATION

PARENT PARTICIPATION

Parent participation is essential to the successful operation of each program. Parents/guardians are *encouraged* to participate and attend meetings and *required* to attend parent/teacher conferences throughout the program year. Parent conferences provide special designated time to: share with the teacher any circumstances that may cause the child to be upset at school, become aware of participation opportunities as a classroom volunteer and work with your teacher to create goals for you and your family.

Site Meetings may include:

- Parent educational /informational activities
- Opportunities to discuss program strengths and areas of improvement
- Work on sub-committees
- Program Evaluation

PARENT/TEACHER CONFERENCES

Parent Conferences occur throughout the school year. Teachers are required to have a parent orientation, and two parent/teacher conferences a year. During conferences, each child's developmental level assessments, and goals will be discussed. Parents are also asked to provide input regarding children's goals and work with the teacher in order to lay the foundation or the road to college and prepare children for school readiness. Parents are strongly encouraged to ask questions and/or share concerns regarding their children or the program enhancement.

PARENT VOLUNTEERS

Parents/guardians are strongly encouraged to volunteer in the classroom and attend field trips, providing they have a current negative TB test or Chest X-Ray on file in the Children's Center. Parents must also give proof of the vaccinations for MMR and Pertussis as per State Regulations: 9/1/16. Parents that do not have a current negative TB test, MMR and Pertussis vaccinations on file will not be able to volunteer on a regular basis. No exceptions will be made.
Parents/guardians who wish to attend field trips must be fingerprinted as arranged through the Azusa Unified School District and clearance verified by the secretary in the Children's Center before attendance is granted. Parents who volunteer develop a stronger bond with their child and are more enlightened about how their child is developing. If physically volunteering in the classroom is not possible, parents/guardians are strongly encouraged to discuss alternative ways to volunteer with the child's teacher such as:

- Preparing materials for classroom use at home
- Repairing toys or books (taping, gluing, etc.) at home
- Giving ideas and input and discussing concerns and observations with staff
- Donating old/unwanted materials for use in interest areas (fabric, plastic/paper containers, clothes for dramatic play, boxes etc.) ***Parents are not obligated to purchase***

any items to donate to the classrooms!

OPEN DOOR POLICY

The AUSDECP maintains an open-door policy. Parents are welcome to visit our classrooms unannounced to observe their child at any time during program hours, however you must check in with the school site office first. Our programs are based upon a partnership with the parents of the children enrolled. Therefore, parents are encouraged to participate in our programs. Parents planning to visit must adhere to our volunteer policy as described in the parent involvement section.

DISCIPLINE POLICY

AUSDECEP utilize age appropriate redirection and conflict resolution strategies to promote self-control and social skills. Children are taught skills to work through conflicts and to become responsible citizens. Staff will work with children and their families to develop strategies that promote positive and appropriate classroom behaviors. The purpose of discipline is to help children develop self-control and to become responsible for their own behavior.

22 CCR § 101223.2

§ 101223.2. Discipline.

(a) Any form of discipline or punishment that violates a child's personal rights as specified in Section 101223 shall not be permitted regardless of authorized representative consent or authorization.
(b) All children will be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to: interference with functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

We help children develop self-discipline by:

- Providing opportunities for children to select activities
- Modeling desired behavior(s) such as fairness and cooperation
- Redirecting inappropriate behavior quickly, for instance moving the child to another activity
- Teaching children how to resolve conflicts positively
- Using positive verbal reminders
- Involving parents
- Physical punishment is never allowed; State of California Child Care Center Licensing Regulation 101223.

If a child is unresponsive to the above-mentioned techniques, remains uncooperative, and jeopardizes the safety of themselves or others, the following steps will be taken:

- Written notification will be provided to the parent/guardian via a parent – teacher conference and/or Incident Report when a child is injured.
- A team, including the Teacher, Parent, and Director/Principal/Designee, will develop

a plan to be implemented after each incident. The team will meet to review the plan periodically or as needed.

- When a student demonstrates continuous unsafe behavior on center grounds, this might cause termination of services due to jeopardizing the safety of themselves or others.

In emergency situations (i.e. a perceived threat to persons or property or extreme disruption to the program) parents may be called to pick-up their child.

ATTENDANCE



The regular attendance of all children is a crucial component to the overall success of our Early Childhood Education Programs. By attending regularly children receive the benefits of interacting daily with their teachers, and classmates and develop social and educational competencies as they become comfortable with a regular ongoing routine and consistent daily schedule, therefore we ask that you make all appointments before or after the school day. It is very important that parents understand the program attendance and absence procedures.

All children are expected to attend the CSPP program for the contracted hours and days unless excused from attendance. According to program regulations, students in the state subsidized preschool programs are allowed a maximum of ten (10) "Best Interest" days per program year for vacation, family visits, etc. Regular attendance is required to benefit both the program and the child. Parents must call the Children's Center office or classroom on the first day of their child's absence. Parents that fail to notify the Children's Center office or classroom will have their absence documented as unexcused for that day and every day after in which the school or Children's Center office has not been notified.

Children who have contracted a communicable illness, and are excluded by the public health department, must have medical clearance prior to re-admittance, regardless of number of days absent.

- Regular attendance is required.
- Excessive unexcused absences may result in a Student Success Team Meeting (SST).
- Parents are required to sign in and out on a daily basis. Full signatures are required for both arrival and departure times. Please be precise with the annotation of the arrival and departure times.
- Parents MUST NOTIFY the teacher when their child is absent for any reason. Parents are to call the evening before or an hour before class begins to report their child's absence. If parents do not notify the school, then parents will be called or sent a text or e-mail. The absences report will be reviewed weekly by the Children's Center to identify children with 3 days absences for unknown reason. The Children's Center, in partnership with the teacher, will attempt to call the parent and if unable to reach the parent will conduct a home visit to determine the child status. Disenrollment in the program will occur when there has been no communication with the center for 30

consecutive calendar days.

- Absence excuses must be written out and given to the teacher or the Children's Center.
- Staff members will contact families when there are excessive absences.

Excused absences include:

- Illness of the child or parent/guardian (including doctor/dentist appointments)
- Court ordered visitation (all pertinent documents must be on file) Ed Code 8208
- Quarantine

Family emergencies including:

- Death in the family
- Unexpected vehicle failure that prevents the child from getting to school
- Household crisis/ catastrophe- documentation needed
- Illness of a sibling
- Inclement weather that prohibits travel to and from school

Absences that are in the "best interest" of the child *(not exceeding 10 days per fiscal year)* ***include:***

- Non court-ordered visitation with non-custodial parent
- Special day with parent/family
- Vacation
- Work/ school holiday for parent scheduled on a day which differs from AUSD observance

Unexcused absences are absences not listed above and may include:

- Illnesses lasting more than (10) consecutive days which have not been verified by a medical profession
- Preschool student "did not want to go to school"
- Excessive vacation days (10 days per year)
- Parent/ child overslept
- Any absence for which a specific reasonable explanation is not given
- Other absences clearly not in the "Best Interest" of the child

Recording / Verifying Absences

A reason for the absence **MUST** be documented by the parent on the attendance sheet. Each excused absence must be accompanied by the absence reason (i.e.: ill, vacation, Child's Best Interest, inclement weather, vehicle failure, etc…). Refer to the above list of excused and unexcused absences when recording an absence on the attendance sheet. If unsure about how to record the absence, consult with Children's Center office staff or child's teacher.

Signing In and Out



Licensing requires that children be signed in and out daily. Parents that do not sign their child in will be contacted to report back to the classroom to sign their child in. Children are not considered present unless signed in properly. Each classroom has a sign in sheet for each child enrolled in an ECE program. ***Only authorized adults (those listed on the emergency card or student release form) will be allowed to sign in or remove a child from an ECE program.*** Under no circumstances will adults not listed on the emergency card (or student release form) be able to remove a child from an ECE

program. If an adult unfamiliar to staff members is removing a child from an ECE program, he/she will be required to show valid picture identification, and must sign the child out. Adults are considered individuals who are eighteen (18) years or older. Minors including minor siblings seventeen (17) years and below will NOT be allowed to sign a child out from an ECE program. All signatures must be in ink, legible, and include the individual's first and last name. **Full signatures are always required**. Children will not be released to any adult who appears to be under the influence of drugs or alcohol, or carrying a weapon or firearm. ****PLEASE NOTE: Verbal or telephone requests for additions to emergency cards and/or student release forms are not accepted.**

Late Arrivals/Departures (Tardiness)



All children should arrive to school on time and be picked up by the hours stated in the NOA.
Please note that the Azusa Police Department may be contacted for all children that have not been picked up. The staff will attempt to contact all available adults listed on the emergency card or student release form, prior to contacting the Azusa Police Department.

NOTE: It is imperative that there are several authorized adults listed on the emergency card and/or student release. Please make certain that all contact information is current.

NOTIFICATION OF RIGHTS

Parents' Rights

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.

2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.

3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.

4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.

5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.

6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community Care Licensing

Licensing Office Address: 1000 Corporate Center Dr. Room 200 B, Monterey Park, CA 91754
Licensing Office Telephone #: (323) 981-3350

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.

8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE. (Lic. 995)

Children's' Rights

The licensee shall ensure that each child is accorded the following personal rights:

1. To be accorded dignity in his/her personal relationships with staff and other persons.

2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.

3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation,
ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to: interference with functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

4. To be informed, and to have his/her authorized representative informed, by the licensee of the law regarding complaints including, but not limited to, information on confidentiality and the address and telephone number of the Department's complaint unit.

5. To be free to attend religious services or activities of his/her choice.
   a. Attendance at religious services in or outside of the center shall be voluntary. The child's authorized representative shall make decisions about the child's attendance at religious services.

6. Not to be locked in any room, building or center premises by day or night.
   a. The licensee is not prohibited by this provision from locking exterior doors and windows or from establishing rules for the protection of children provided the children are able to exit the center.
   b. The licensee shall obtain prior approval from the Department to utilize means other than those specified in (a) above for securing exterior doors and windows.

7. Not to be placed in any restraining device. Postural supports may be used as specified in Section 101223.1.

8. To receive or reject medical care, or health-related services, except for minors for whom guardian, conservator or other legal authority has been appointed. (Lic. 613(a))

CHILD ABUSE REPORTING

AUSDECEP staff is mandated by California State Law to report any suspected or identified incidents of child abuse. Therefore, all staff members are Mandated Reporters and we are required to contact DCFS if we suspect child abuse. Child abuse and neglect are serious issues for personnel who work with children on a regular basis. We hope to never encounter incidents of child abuse or neglect. We recognize that there could be a possibility that a child in our program may be suffering from abuse or neglect at home. Program staff will support families who are involved with the Department of Protective Services, however, the health and safety of every child in our care is our top priority. If your child had an accidental injury while in your care, and bruises, scratches or other marks are observed, it is your responsibility to talk with your child's teacher about the incident upon arrival to school. This information is given not to frighten you, but rather familiarize you with our responsibilities as teachers, child-care professionals, and service providers.

Reportable Incidents of Abuse to a Child According to Penal Code Section 11165 are

- Physical abuse – Unexplained bruises, burns, welts, fractures, lacerations etc...
- Sexual abuse – Difficulty walking or sitting, pain when urinating/defecating, injury or pain to genital area, unusual foul odor emanating from genital area.
- Mental/Verbal abuse – Failure to thrive, depression (child appears sad often, empty facial expression), severe aggression towards self and others
- Neglect – Underweight, poor growth pattern, consistent hunger, unattended physical problems or medical needs, general unattended appearance (soiled clothing, inappropriate clothing, and unusual body odor).
- Child Endangerment – When a child is placed in a dangerous situation that could cause "great bodily harm" or even death.

HEALTH AND SOCIAL SERVICES

The Children's Center will review all forms with each family, and will assist them in accessing referrals and services for a family that may have a need. The Children's Center will also provide a resource and/or referral for families who are identified as having needs.

Health

- A district nurse is assigned to all school sites
- A health aide is on staff.
- Health Screenings: medical and developmental are required for every child enrolled
- Follow-up referrals for medical and dental treatment as necessary
- Immunization reminders by site health aide

Mental Health

- Consultants are available for Mental Health and Disabilities Services.
- Consultants are available to answer questions about child's growth and development, separation anxiety, divorce, death, etc. Appointments are made through the Children's Center.

Transportation Safety

- Training for parents and children may include: emergency bus evacuation, pedestrian safety, pick up and drop off procedures and safety regarding the Metro lines.

Parent Partnership Agreement

- As part of funding requirements, staff is available to assist parents in developing family goals, and with planning to successfully complete goals. (Goal setting at conferences)
- Parent workshops are offered throughout the year, and are based upon parent input and parent interests.

Support for Children with Disabilities

- Developmental screenings occur within 45 days of the start of school
- Support and intervention for special needs: speech, developmental/language delays, gross motor or special health cases for our residents.
- We provide referrals and assistance for those families residing outside of the district.

EMERGENCY PREPAREDNESS



Every staff member has received training in the area of Disaster Preparedness (earthquake, fires, flood, etc…). In case of an emergency, the safety and well-being of all students is our first priority. Specific duties have been assigned to staff and a strategic safety plan, including evacuation routes is in place. Program staff are required to stay with the children in emergency situations until the crisis passes. Staff are trained to comfort children during high-stress situations, and will make every effort to make children as comfortable as possible.

Children routinely participate in scheduled fire and earthquake drills, so they are familiar with evacuation and safety procedures. Designated staff will attempt to contact parents, and/or reunite children with concerned parents/guardians after the crisis. Children will only be released to authorized person on the Emergency Card and/or Student Release form.

TRANSPORTION

Car Seat Law

Children under the age of 6 years (regardless of weight) or less than 60 lbs. (regardless of age) must be in an appropriate car seat while in an automobile. Preschool children must be in a child passenger restraint system (car seat) while riding on school buses during field trips.

FIELD TRIPS



The AUSDECEP provides opportunities for children to go on educational field trips throughout the year. To ensure your child's health and safety, the following guidelines apply:

- All volunteers must be fingerprinted and cleared by Azusa Unified School District
- Parents/guardians may not sign in/out their child during the field trip while the class is away from the school. Children must be signed-out upon return to the school.
- Children must remain under the supervision of a teacher during field trips.
- All necessary permission slips must be signed prior to the field trip date.

- Remember to arrive on time to school on the day of the field trip. If for any reason your child is unable to attend the field trip from the time they depart from school to the time they return to school, please contact the person in charge.

Remember to arrive on time to school on the day of the field trip. Your child might not be able to attend the trip if you arrive late.

Note: Parents who are not fingerprinted by the Azusa Unified School District, may NOT meet the class at the field trip destination.

NUTRITION



AUSDECEP provides breakfast and/or lunch for part day CSPP. Breakfast or lunch is provided for all children. All meals served meet or exceed requirements set by the U.S. Department of Agriculture and the California Department of Education, Child Care Food Program (CCFP). Our department participates in the National School Lunch Program (NSLP) and is subject to California State monitoring for the compliance to the regulations. Nutritious meals are served in our programs. Please do not send food to school with your child(ren). Children will be encouraged to eat the meals provided for them at school. Menus are available in the office and are sent home monthly for parents to know what food items are being offered. We provide:

- Balanced meals and snacks to all the children in our programs.
- Menus are posted in each classroom.
- Workshops on nutrition education are available.
- Nutrition personnel are available to answer questions about growth, anemia, and healthy food choices.
- Breakfast - All students enrolled in CSPP part day AM classes.
- Lunch - All students enrolled in CSPP part day PM classes.

Due to CCFP regulation, food served at the centers:

- Cannot be taken outside of the school
- Cannot be offered to children who are not enrolled in our program

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Written Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

SPECIAL NUTRITION NEEDS

Food Allergies

During enrollment, it is the parent/guardian's responsibility to notify staff if your child has any food allergies. If your child requires any substitution, your child's physician must

complete a special form. This form may be obtained from the Children's Center office at Longfellow Elementary or the Azusa Unified School District Nutrition Services Office and must be completed prior to starting class.



Cultural/Religious Food Preferences

Please inform the staff if there are any cultural or religious food preferences, and your preferences will be acknowledged. However, the Azusa Unified School District and the ECE program will not be responsible for providing substitutions for items on the menu, for cultural or religious reasons. Azusa Unified School District nutrition program serves a variety of foods which consider cultural and ethnic preferences and broaden the participant's food experience.

STAFF DEVELOPMENT

AUSDECEP hires qualified staff to be part of our team. All staff members hold appropriate credentials or permits required by the state of California.

- New employees are provided an orientation to guide them to understand how district policies relate to their respective job description.
- CDS supports continuous growth by assessing the needs of the staff members, and providing professional development activities based on professional goals to enhance their growth.
- Staff members are evaluated annually.
- Internal communication mechanisms are in place, including email and voicemail, to provide staff with information necessary to carry out their respective duties.

PROGRAM SELF – EVALUATION PROCESS

AUSDECEP complies with the regulations requiring the department to conduct a yearly Self-Assessment of its programs. During this process, we identify areas of compliance and non-compliance, and we work together as a team to develop a written plan after the review that will allow correction of the items found out of compliance. AUSDECEP uses monitoring protocols are used as well as the CDE Desired Results Self Evaluation Systems. For the program Summary Improvement we review the Desired Results Developmental Profile (DRDP), Environmental Rating Scales (ERS), and the compliance Monitor Report (CMR). Parents are welcome to participate in this process.

HEALTH INFORMATION

DAILY HEALTH CHECKS

Teaching staff conduct a daily health check upon arrival to ensure children are healthy and are able to participate in daily activities. Children brought to the classroom sick will be sent home immediately. *Note: Illness refers to communicable illnesses, not chronic medical conditions that are not contagious, or that can be contained by Universal Health Precautions.*

WHEN YOUR CHILD IS ILL

The observation of illness at home can help prevent inconveniences, prolonged child illness and infectious outbreaks. If you observe any of the following symptoms of illness, PLEASE KEEP YOUR CHILD HOME!



- An oral temperature of 100 or over
- A sore red throat, even if no fever is present
- An earache
- A deep hacking cough
- Severe congestion
- Difficulty breathing or untreated wheezing
- An unexpected rash
- Vomiting/diarrhea
- Complaints of a stiff neck and headache with one or more of the above symptoms
- Thick green drainage from the nose
- Yellow discharge from the eye
- Skin discolorations and/or sores on skin that are pus filled or oozing
- Lice or nits
- A contagious disease

Signs of Possible Severe Illness – Children who exhibit lethargy, irritability, persistent crying, difficulty breathing, and uncontrolled coughing may be requested to be picked up at the teacher/nurse discretion.

Vomiting – A child is excluded when vomiting occurs two or more times within 24 hours or once during school hours (unless the vomiting is determined to be due to a non-communicable condition), if the child is in danger of dehydration, or if vomiting is accompanied by a fever.

Mouth Sores – Preschool children exhibiting excessive drooling in conjunction with sores in or near mouth shall be excluded, unless the child's physician or local health department authority states the child is not infectious.

Rash – Children who have unidentified rashes shall be excluded, especially when the rash is accompanied by a fever or behavior change, or is associated with a communicable illness.

Children can return with a child's physician note that determines that the rash is not contagious. Any open sores must be covered with a band-aid or clothing.
All Other Communicable Diseases/Illnesses - As determined by the Los Angeles Public Health Department and /or American Academy of Pediatrics, & American Public Health Association – Caring for our children – National Health and Safety Performance Standards (1992).

Children sent home with any of the above illnesses must be free of symptoms for 24 hours from the time of the incident in order to return to school.

Health and Safety

A child's health and well-being is our most important responsibility. Our first priority is to keep children safe. Parents must keep children home and notify the school if their child has been infected with a contagious disease or rash. It is essential in these cases for the school to know what the child's symptoms are, so please call the office as soon as possible (626) 815-4724.

Parents that suspect their child has a contagious disease must notify their child's teacher or the Children's Center's secretary. Children having a contagious illness will be excluded until a doctor's note is obtained and presented to the classroom teacher and/or Theresa Ramirez in the Children's Center office at Longfellow Elementary. In addition to the above illnesses, fever blisters are considered contagious and a child must remain at home for the duration of the fever blister. Once the blister has crusted over, the child may return to school.

Please contact your child's teacher as soon as you know your child will not be attending school. If your child is sick, please state the nature of your child's illness to the teacher.

Returning to Class after Illness

Children who are returning from an absence due to illness, must be free of initial symptoms and well enough to participate in all normal daily activities. Returning children will not be admitted without a doctor's note, if returning after a prolonged absence (5 consecutive days) due to illness.

INCIDENTAL MEDICAL SERVICES – PLAN OF OPERATIONS

Emergency Contacts

All parents will be required to have written emergency information on file at the preschool at all times. Also, in case of an emergency, parents have alternate people listed to pick up their child if they are not able. Identification will be checked against the written records during times of pickup and faculty will attempt to contact the parent first. (Lic 700)

Health History Report

A Health History Report is to be completed by parents for any enrolled in the AUSDECE program. This form includes detailed information such as development history, past illnesses and daily routines. This application is included in your packet at the time of your appointment. (Lic. 702)

In addition, a physical must be completed and on file for any child enrolled in the AUSDECEP.

A detailed physicians report must also be submitted at the time of registration. The form contains a box entitled "Screening of Tuberculosis Risk Factors" that the child's physician/heal care proved must complete. The risk factors for TB in children are on the back of the form. (Lic. 701)

Emergency Treatment

You have given permission, on your enrollment application, for emergency medical/dental treatment, including the use of all emergency services should the need arise. In case of a medical or dental emergency with any student, all staff will be instructed to immediately follow emergency procedures as needed. The child will immediately be separated from the other students and taken to the health office. An adult on staff will remain with the child at all times giving comfort and support to the child. The parents will be called immediately. If the parents are not able to pick up the child, then a designee from the child's emergency card should pick the child up. We will make every effort to reach parents and/or emergency contacts. ***Please keep us updated if phone numbers or emergency contacts change.***

Immunizations:

We require our students to be immunized in accordance with the current laws of the State of California. All children enrolled in licensed child care facilities and public schools must have current and up-to-date immunizations.

Minor Injuries and Illness

If a child has been slightly injured at school with a non-emergency incident (scrape, bruise, bump) a phone call will be placed to the parents/guardians and the incident will be entered in the family file.. We will wash with water, issue a band-aid, and apply an ice pack, if necessary. In the event of a more serious injury, every effort is made to contact a parent, or the emergency contacts on file. If necessary, 911 will be called.

Medications

Please dispense medications prior to arriving or after leaving school, and request prescriptions with 12-hour dosages from your physician or health care provider. In the event that prescription medications, nonprescription medications and topical nonprescription medications need to be dispensed at school, parents must complete LIC 9221 Form, "Parent Consent for Administration of Medications", indicating the beginning and ending date the child is to receive the medication.

In addition, parents are required to: Provide information on possible side effects of the medication. Bring medication in its original container in a clear bag. Ensure that prescription medication includes a prescription label with specific dispensing instructions and a current date. Do not store medications in lunch bags, backpacks, or any other personal belongings. Provide a physician's written instructions any time the manufacturer's instructions require physician dosage to differ from the age and weight information on the label. A log will be kept in the school site health office indicating who administered the medication, and the date and time given.

EpiPen

If the child has a medically prescribed EpiPen, the school site trained staff will:

1) Use it in accordance with the directions, and as prescribed by a physician, and in emergencies only. The EpiPen will only be used in the event of an allergic emergency as prescribed by a physician, and will be administered in accordance with the emergency medical treatment plan as supplied by the parents for the child. The use of this device is for emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.
2) Keep the EpiPen ready for use at all times. It will be stored in a locked cabinet in the health office.
3) Protect the EpiPen from exposure to light and extreme heat.
4) We will note the expiration date on the unit and request a replacement from the parents prior to that date.
5) Call 911 and the parents, or authorized representative immediately after administering an EpiPen.
6) If 911 is called, we will notify Community Care Licensing Division Regional Office within 24 hours.
   Written notification (LIC 624) "Unusual Incident Report" will be sent to CCLD Regional Office within 7 days. Copies are also given to the parents, placed in the child's file, and kept in the Director's office.

Administering Inhaled Medication

The licensee or staff person has been provided with written authorization from the minor's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider.

1. The authorization shall include the telephone number and address of the minor's parent or legal guardian.
2. The licensee or staff person complies with specific written instructions from the child's physician to which all of the following shall apply:
   a. The instructions shall contain all of the following information:
      - Specific indications for administering the medication pursuant to the physician's prescription.
      - Potential side effects and expected response.
      - Dose-form and amount to be administered pursuant to the physician's prescription.
      - Action to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
      - Instructions for proper storage of the medication.
      - The telephone number and address of the child's physician.
   b. The instructions shall be updated yearly or at time of new prescription.
3. The licensee or staff person that administers the inhaled medication to the child shall record each instance and provide a record to the minor's parent or legal guardian on a daily basis.

Nebulizers

Parents must supply Nebulizer, tubing, mouthpieces and all required equipment for use in treatment. Parents will be responsible for updating or replacing any equipment needed.

The following applies to use of Nebulizers:

1. The Licensee or staff person has been provided with Nebulizer consent form (lic9166) written authorization from the minor's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the minor's parent or legal guardian.

2. The licensee or staff person complies with specific written instructions from the child's parent to which all of the following shall apply:
   a. The instructions shall contain all of the following information:
      1. Specific indications or schedule for administering the medication pursuant to the physician's prescription
      2. Duration of treatment
      3. Potential side effects and expected response
      4. Dose-form and amount to be administered pursuant to the physician's prescription.
      5. Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription
      6. Instructions for proper storage of the medication
      7. The telephone number and address of the child's physician
      8. Instructions on how to clean and store machine
      9. The licensee or staff person will clean mouth pieces and cups after each use with mild warm soapy water unless parents instruct differently, in which parent will have to supply any special cleaning solutions
   b. The instructions shall be updated as often as needed or at time of new prescription.

3. The licensee or staff person that administers the inhaled medication to the child shall record each instance and provide a record to the minor's parent or legal guardian on a daily basis.

EpiPen Jr. and EpiPen

The following applies to the use of the EpiPen Jr. or the EpiPen

1. Use in accordance with the direction and as prescribed by a physician.
2. Keep ready for use at all times.
   a. EpiPens are kept in a locked cabinet in the site health office, that is out of reach of children, but accessible to adult staff.
3. Protect from exposure to light and extreme heat.
4. Note the expiration date on the unit and replace the unit prior to that date.
5. Replace any auto-injector if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and EpiPen have a see-through window to allow periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)
6. Call 911 and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.
7. Call CCL to communicate the incident.
8. File a Lic 624 to report incident and keep in child's file.

CARRYING OUT THE MEDICAL ORDERS OF A CHILD'S PHYSICIAN/MEDICATION

Parent/Authorized Representative Written Permission

The licensee obtains express written consent from the child's parent/authorized representative to permit the licensee or designated facility staff to carry out the physician's medical orders for a specified child.

Physician's Medical Orders

The licensee has obtained from the child's parent/authorized representative a copy of written medical orders prescribed by the child's physician.

The medical orders will include

a. A description of the incidental medical service needed, including identification of any equipment and supplies needed.
b. A statement by the child's licensed physician that the medical orders can be safely performed by a layperson.
c. Description from the child's licensed physician of the training required of the facility licensee or staff to carry out the physician's medical orders for a specified child and whether the training can only be provided by a licensed medical professional.
d. If the medical orders include the administration of medication by a designated lay person, the physician's orders shall include the name of the medication; the proper dosage; the method of administration; the time schedules by which the medication is to be administered; and a description of any potential side effects and the expected protocol, which may include how long the child may need to be under direct observation following administration of the medication, whether the child should rest and when the child may return to normal activities.

Compliance

1. The licensee will be responsible to ensure the following: The facility has obtained from the parent/authorized representative of the child the medication, equipment and supplies necessary to carry out the medical orders of the child's physician.
2. The person(s) designated to carry out the medical orders prescribed by the child's licensed physician will not in any way assume to practice as a professional, registered, graduate or trained nurse.
3. At least one of the persons designated and trained to carry out the physician's medical orders will be onsite or present at all times when the child is in care.
4. The persons designated to carry out the physician's medical orders have completed the training indicated by the child's physician.
5. The person designated to carry out the physician's medical orders shall comply with proper safety precautions, such as, wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves, and disposal of used instruments in approved containers.

Facility Record Keeping and Notification

- Maintain a written record of when the medical orders have been performed, including if medications have been administered and inform the parent/authorized representative of each occurrence when the medical orders have been carried out.
- The Centrally Stored Medication and Destruction Records form (LIC622) is available for maintaining records.
- Maintain, in the child's file, a copy of the parent/authorized representative written authorization.
- Maintain, in the child's file, a copy of written medical orders of the physician.

Prescription Medications Policy

In centers where the licensee chooses to handle medications, the licensee is required to obtain written approval and instructions from a child's parent/authorized representative prior to administering any physician-prescribed medication to a child. In addition to obtaining written approval and instructions from the child's parent/authorized representative to administer medication; prescription medication shall be administered in accordance with the label directions as prescribed by the child's physician

First Aid Procedures

The AUSDECEP, we make every effort to make sure your child is safe. However, minor accidents beyond our control may occur. Simple injuries will be treated at school by applying ice, soap and water, and/or bandages. In the event that a more serious injury occurs, you will be notified at once. The fire department and paramedics will be called if necessary. Classrooms are equipped with first aid kits. In addition, supplies will be stored out of the reach of children, in a locked cabinet in the school site health office.

Medical Training of Staff

All Preschool Teachers/Site Supervisors have an up-to-date pediatric CPR and First Aid training certification.

Record of Food Allergy & Anaphylaxis Care Plan

Parents are asked to communicate fully with the teachers and administration about their child's allergies. If the child requires medication during preschool hours, a completed "Food Allergy Action Plan" must be on file in the office before commencement of the school year. The child's doctor's name, phone number and specific written instructions are required as well. The child's medication will be kept in a Ziploc bag and must be clearly marked with the child's name and room number. The Ziploc bag will be stored in a locked cabinet in school site health office. A master "Allergy List" is provided to the site nutritional staff, the preschool teacher, and the director by the site health aide. The list will include the child's name, classroom, allergy, medication and/or EpiPen.

Special Medical Needs

As a general policy our staff does not administer injections. The only exception is the EpiPen in the case of extreme allergic reactions. Any other required injections will be administered by the district nurse.

Storage of Medications and EpiPen

All medications will be kept in a Ziploc bag in a locked cabinet in the school site health office. All medication goes with the teacher/trained staff member during every excursion off campus as well as in the event of an evacuation.

Unusual Incidents

Should a child be involved in an unusual incident parents will receive a written "Unusual Incident Report". This report will describe the nature of the situation and how the staff responded to it. A call will also be placed to the Duty Officer at CCLD (408-324-2148) within 24 hours to report the unusual incident. The "Unusual Incident Report" will be sent to CCLD Regional Office within 7 days. Copies are also given to the parents, placed in the child's file, and kept in the Director's office.

MISCELLANEOUS INFORMATION

CELEBRATIONS

Azusa Unified School District Early Childhood Education Programs do not plan or celebrate *"Graduation"* ceremonies. The Azusa Unified School District believes that Preschool is a period of "beginnings" and we support all preschool children as they move into another level of educational experiences. Special events are planned throughout the school year. Some teachers reflect on the school year in creative ways to make the experiences enjoyed throughout the year memorable. Holidays and/or seasonal events are recognized but are not celebrated in ways that are stereotypical or religious.

Children's birthdays are special occasions and can be recognized by the classroom staff. Birthday celebrations in our ECE program will only take place once a month. Parents will be given in advance a schedule of the monthly birthday celebrations. Only healthy and store bought foods will be permitted. Foods that do not meet or exceed the federal nutrition standards cannot be served.

Note: Our ECE program adheres to the Board of Education's "Wellness Policy" which refrains from offering cake, candy, cookies, ice cream, and all unhealthy foods to the children during program hours. **NO food from any outside sources may be brought to the school for distribution to the children, or consumed by the children during program hours. In addition, food related celebrations initiated by families will NOT be permitted.**

CLOTHING AT SCHOOL



The classroom is a very active place and children are encouraged to explore and use various materials (paint, chalk, sand, water, markers etc.). As a result, children will get dirty or soiled while interacting in their school environment

Clothing that is elaborate, expensive, or "special" is not appropriate for preschool classrooms. Clothing should be comfortable for children; your child needs to be free of the added stress of "not getting dirty". In addition, young children may have accidents. Your child must be provided with a fresh change of clothes at the beginning of the program year and replenished as needed. Clothing should be labeled with the child's first and last name.

Shoes should enable children to run and play freely. Slippery shoes, shoes without straps, flip flops, clogs, etc. are not appropriate for the preschool setting and are not to be worn by children. Children should wear rubber sole shoes such as tennis shoes. **Note:** Hoop earrings and open toe shoes are not permitted because they can result in serious injury.

TOYS/ELECTRONIC DEVICES AT SCHOOL

Children are not allowed to bring toys and/or electronic devices from home to school, unless participating in a scheduled "share day" or other project. Toys and/or electronic devices from home are disruptive to the classroom, as children often do not want to share personal belongings, resulting in peer conflicts.

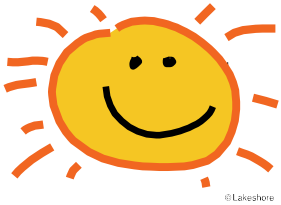
The classroom staff, CSPP programs, and the Azusa Unified School District are not responsible for lost, stolen, or damaged toys and/or personal belonging

TOILET TRAINING

If your child is in pull-ups and needs minimal support, we can assist your child in this process. All children have "accidents" at one time or another so we ask that an extra set of clothing, pull-ups/underwear and flushable wipes be provided by the parent when a child enters.

SCHOOL HOLIDAYS

All Early Childhood Education Programs will be closed on the following dates in observation of holidays and Azusa Unified School District's non-student days.



July

7/04/2023 – Independence Day

September

9/04/2023 - Labor Day

9/18/2023 – Staff Development Day

November

11/10/2023 - Veteran's Day

11/15/2023 – Parent Conferences Day

11/20/2023 thru 11/24/2023 - Thanksgiving Week

December / January

12/22/2023 thru 1/09/2024 –Winter Break

January

1/15/2024 - Martin Luther King, Jr. Day

February

2/12/2024 - Lincoln's Birthday

2/19/2024 -Washington's Birthday

March

4/01/2024 thru 4/05/2024 – Spring Break

May

5/27/2024 - Memorial Day

PARENT CODE OF CONDUCT

Code of Conduct for Azusa Unified School District Early Childhood Education Parents

- Treat all children with respect.
- Dress appropriately.
- Respect classroom schedules, rules, policies and procedures.
- Supervise children at all times.
- Isolation is not used as a form of discipline.
- Food is not used as a form of punishment or reward.
- Respect staff areas.
- Keep student information confidential.
- Discrimination is not allowed due to color, race, religion, age, disability, or ethnic background.
- Follow program confidentiality policies concerning information about children, families and other staff members.

PARENT CONTRACT

Dear Parent/Guardian,

The Azusa Unified School District Early Childhood Education Program is very pleased to welcome you to our program. The foremost goal of our Early Childhood Education program is to provide children and their families with rich and rewarding experiences, in an environment that is warm, inclusive and collaborative. Achieving this requires a concerted effort between families and program staff. AUSD and the ECE programs maintain and "Open Door" policy for all parents and family members of children enrolled in our programs.

Please take a moment to read through your parent contract which describes parent guidelines, responsibilities, and mandates listed below. These essential practices are also detailed in the Parent Handbook which has additional information that will ensure that all experiences with our program are positive and fulfilling for you and your child.

1. Parents/Guardians are encouraged to volunteer in the classroom. Before volunteering, volunteers must complete a "Volunteer Application" at Longfellow Elementary Children's Center. Copies will be available in the school office. **Parents/guardians who would like to volunteer in the classroom on a regular basis or attend field trips must have a completed volunteer application form on file at the school (including proof of immunizations: TB, MMR, Pertussis) and be fingerprinted through the Azusa Unified School District.**
2. Parents/Guardians are strongly encouraged to attend all parent meetings. If you are unable to attend a parent meeting or volunteer in the classroom, please ask the teacher for other ways you might participate in your child's early learning experiences.
3. **Parents/Guardians MUST sign IN and OUT daily. Please be certain you are signing on the correct line every day your child is in attendance. You MUST sign your first and last name (no initials) and state the exact time of your child's arrival or departure (example: 8:03 am or 3:35 pm). If you fail to sign your child in, you may be asked to return to the classroom and sign your child in or pick your child up.** Your child will not be considered in attendance without an adult signature on the sign in sheet.
4. No individual under eighteen (18) years of age will be allowed to sign a child IN or OUT, and will not be allowed to remove a child from any of our classrooms. **All adults (other than the parent/guardian) MUST be listed on the Emergency Card or Student Release Form and the teacher or substitute teacher will require any unfamiliar adult to present a valid picture ID before removing a child from any of our classrooms.**
5. Regular attendance is required. It is the responsibility of the parent to contact the child's teacher when the child is absent. If a parent fails to contact the teacher, the child's absence will be considered "unexcused." Parents are responsible for recording the reason for the absence on the sign in sheet when their child returns to class.
6. All children are given 10 "best interest" days annually that can be taken at the parent's discretion. It is the responsibility of the parent to keep track of all absences and "best interest" days.

7. Disenrollment in the program will occur when there has been no communication with the center for 30 consecutive calendar days.
8. **Parents/guardians will be notified of all child injuries or illnesses**. Depending on the severity or nature of the incident, parents may be asked to retrieve their child from the classroom for further medical or first aid attention. Parents are expected to respond as soon as possible upon notification from the staff. If a parent does not arrive within 20 minutes, people listed as emergency contacts will be called.
9. Parents/guardians are responsible for updating all personal information, including emergency contact information with the classroom teacher and Children's Center clerical staff. In the event an emergency occurs, staff will immediately attempt to contact the parent/guardian directly. If all attempts are unsuccessful, staff will attempt to call other authorized individuals.
10. All children must have updated physical examinations and immunizations prior to enrollment and admittance into the classroom.
11. Parents/guardians are required to attend the Parent Orientation which will be held prior to beginning of the school year. A "Transition Conference" meeting will be held for four year olds transitioning to Kindergarten at the end of the school year.
12. Parents/guardians are required to attend all scheduled Parent/Teacher conferences. Parents are strongly encouraged to communicate regularly with the teacher about any education or developmental concerns.
13. The program adheres to the Board of Education's "Wellness Policy" which refrains from offering cakes, candies, cookies or other unhealthy foods to the children during the program hours. No food from outside sources may be brought to the school for distribution or consumption by the children during program hours.
14. Personal toys and electronic devices from home are not allowed in the classroom or in backpacks.
15. Daily "Health Checks" are performed in all classrooms. If your child has lice/nits, fever, vomiting, rash, pink eye, diarrhea, or fluid with a yellow/green discharge coming from the ear, nose, or eyes, your child will be sent home. If your child has any of the above symptoms your child must stay home and be symptom free for 24 hours before returning to school. If your child was taken to an emergency room/hospital, the day your child returns to school, you must present a doctor's release note to return.

I acknowledge that I have read, and understood the Parent Contract, and have received a copy of the Parent Handbook. I further agree to abide by the parent responsibilities, mandates and guidelines as outlined in this contract and Parent Handbook.

Parent/Guardian Signature	Date
Child's Name (Please Print)	Date
Staff Signature	Date