

# COLTON JOINT UNIFIED SCHOOL DISTRICT



## State Preschool Program Handbook

San Salvador School

471 Agua Mansa Road

Colton, CA 92324

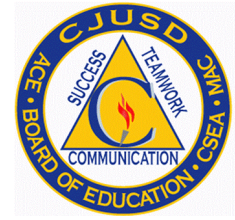
(909) 876 4240

## Colton Joint Unified School District

Jerry Almendarez, Superintendent

Mike Snellings, Assistant Superintendent, Educational Services Division

Kathleen McGinn, Manager, Child Development Program



Mr. Roger Kowalski, *President*

Mrs. Patt Haro, *Clerk*

Mr. Randall Cenicerros

Mr. Frank A. Ibarra

Mrs. Laura Morales

Mr. Pilar Tabera

Dear Parents,

Thank you for choosing the Colton Joint Unified School District's Child Development Program to provide your child with a quality, early childhood education. We believe in meeting the needs of the whole child by forming a partnership with the family, the community, and the school. We recognize that you, the parents, are your child's first teacher and our goal is to support you in that role.

Our program has an "open door" policy, which means that you may visit your child's classroom at any time. We simply ask, for the safety and security of your child and others, that you be prepared to show identification upon request. We strongly encourage all parents to get involved in their child's education in any way they can. We welcome any comments and suggestions that may better improve our programs and value your input.

If you have any concerns regarding our programs, please feel free to call me at (909) 876-4240. My office hours are from 7:30 a.m. to 4:00 p.m. If I am not available, you may contact the Child Development Supervisor, Karen Gladue at (909) 554-1878.

Sincerely,

Kathleen McGinn

Director

Child Development Program



## State Preschool

Our state preschool program is a comprehensive child development program, serving children and families with low income. Our program is designed to creatively enhance the learning process of children and develop self-esteem and self-worth in each child.

## About the Program

Program services are provided for children age three to five years old and are offered on a nondiscriminatory basis, giving equal treatment without regard to physical handicap, race, color, creed, gender, religion, national origin, or ancestry. The center does not engage in religious instruction or worship.

## How to Apply for Enrollment

Applicants must bring:

- Birth certificates for all children in the family
- Immunization records
- Verification of income eligibility
- Medical number (if applicable)

## Admission Priorities and Waiting List

- **First Priority:** Children receiving child protective services
- **Second Priority:** Families with lowest per capita income with a four year old child
- **Third Priority:** Families with lowest per capita income with a three year old child

Program enrollment is contingent upon agency verification of all pertinent information. Parents are required to complete a release of information form prior to completing the enrollment process.

Documentation of income eligibility: The parent is responsible for providing documentation of the family's total countable income and the contractor is required to verify the information.

We are required to verify the presence or absence of each parent in order to determine the family's eligibility for services. Applicants for preschool services will be asked to provide the required documentation to determine the family size. In the case of a recently deceased parent, the remaining applicant parent may submit a self-declaration, signed under penalty of perjury, explaining the absence of the parent from the family. Within six months of applying or reporting the change in family size, the parent must provide the required documentation.

## **About The Daily Schedule**

**(This may vary for the individual classes on site)**

**12:00 p.m. – 12:30 p.m.          Meal Time**

**12:30 p.m. – 12:45 p.m.          Transition**

**12:45 p.m. – 1:15 p.m.          Outdoor Time**

**1:15 p.m. – 1:25 p.m.          Transition**

**1:25 p.m. – 1:55 p.m.          Small/Large Group**

**1:55 p.m. – 2:15 p.m.          Planning Time**

**2:15 p.m. – 2:55 p.m.          Work Time/Clean Up**

**2:55 p.m. – 3:00 p.m.          Recall Time**

**3:00 p.m.          Dismissal**

## *What Parents Should Know About the Program's Philosophy*

### **Program Philosophy**

The philosophy of our program is to provide and promote those experiences that meet the needs of the children enrolled by stimulating learning in all development areas. We believe children learn best from direct and personal exploration of the environment. Our program is designed to enhance the individual skills of each child by offering a balanced curriculum focusing on the whole child. Children are guided towards developing a positive self-image, social competency and self-control.

Parents are a vital part of our program and should have input in day-to-day activities. The success of our program is dependent upon our partnership with parents, staff and the community.

In keeping with our program philosophy, the following services and activities are provided:

- Developmentally appropriate activities following the High Scope Curriculum
- Nutritious meals and snacks
- High quality equipment and materials
- Well-trained and certificated staff
- Special education services, resources and referral information

Additionally, the program provides educational speakers for parents on topics relevant to parenting, home-life skills, and community involvement.



## ***What Parents Should Know About the Center's Policies***

The District's State Preschool operates 175 days, under the administration of the California State Department of Education and the Colton Joint Unified School District. It is financed by state funds.

Services are offered to children ages 3 to 5 years old on ten of Colton Joint Unified School District's campuses.

Personnel policies of the program are governed by the written policies, which provide job descriptions, qualification requirements, objective review of grievances and complaints, a sound compensation plan, and statements of employee benefits and responsibilities.

The method of recruiting and selecting personnel ensures equal opportunity for all interested persons to file an application and have it considered within reasonable criteria.

Teachers are employed by the Colton Joint Unified School District and must have a valid Child Development Teacher Permit issued through the California State Department of Education.

The program is operated on a nondiscriminatory basis, giving equal treatment, access, and services without regard to physical handicap, gender, race, color, creed, religion, or ancestry.



***...a fun place to  
play and learn!***

## ***What Parents Should Know About the Program's Attendance Policies***

It is very important that parents understand the attendance and absence policies for the Colton Joint Unified School District's Child Development Programs. Children are expected to attend the program for the hours and days the program is in operation, unless they have an excused absence.

An excused absence is an absence for any of the following reasons:

- Illness of the child (includes doctor/dentist appointments)
- Illness of the parent
- Quarantine
- Court ordered visitation (copy of court order must be in our files)
- Family emergency (as determined by the program administrator)
  - Family emergencies are events beyond the control of the parent, which prevent the child from attending. Family emergencies are ***not to exceed 5 days per year*** and may include:
    - Automobile accident
    - Death or illness of an extended family member
    - Household problems such as flooding or burglary, etc.
- *Best Interest of the child* is determined by the program administrator and must be approved prior to the absence. These are ***not to exceed 10 days per year*** and may include:
  - Spending time with a parent or family member for a special event, such as
    - A trip to the library
    - Going to a school event for a sibling
    - Visiting parent's workplace, etc.
- *Leave of absence* may be granted to a family that requires an extended break in service.
  - A leave of absence is determined by the program administrator, must be approved prior to the leave and is granted on a case-by-case basis
    - An example of a leave of absence would be a family that has a child with court ordered extended visitation

Children will be allowed three days maximum, per year, for unexcused absences. Children who exceed three days of unexcused absences may be dropped from the program. To summarize this information, parents must be sure to have their children in school unless they have an excused absence.

## ***What Parents Should Know About the Program's Attendance Policies***

If your child is enrolled in the State Preschool Program, and is going to be absent, please call the telephone number below. You need to leave the following information when calling in the absence:

- The program/site your child attends (i.e., State Preschool at Grant SP)
- Teacher's name
- Your child's full name
- Specific reason for the absence
- Your name and relationship to the child
- Date of absence or absences
- Date you are calling

**Absent Line Phone Number: (909) 554-1876**



## ***What Parents Should Know About the Program's Procedures***

1. When enrolling a child, parents must inform the main office at San Salvador of any concerns over custody.
  - To prevent a parent from picking up a child, a *current* court order must be on file
  - Only those persons whose names are listed on the Emergency Card, are 18 years old or older, and have a valid photo ID are authorized to pick up a child
2. Parents are required to sign the attendance sheet and record the exact time the child arrives and leaves the program.
  - Parents need to check daily for office/parent communication
    - Notices are attached to the attendance sheets
  - The attendance sheet must be signed with parent/guardian full name *not* initials
3. Special arrangements must be made when children are ill.
  - Program provisions do not include caring for sick children
  - Be sure to leave current emergency contact phone numbers and addresses
    - **It is parent/guardian responsibility to keep all emergency contact phone numbers and addresses current**
4. Each child is required to have a physical examination by a doctor within 30 days of beginning school.
  - Proof of immunizations and TB clearance is required at the time of the enrollment
5. If a child has allergies, seizures, or other special health problems, be certain to specify them so the teacher and the office personnel will be aware and can act quickly, if needed
6. Staff is permitted to administer prescription medication to a child with written direction from the doctor and written parental/guardian consent.
  - Appropriate forms for such are available in the San Salvador Office
7. Children must be accompanied inside the classroom or the playground by a parent or adult and their presence acknowledged by a staff member *before* the parent/adult leaves.
  - Children must be supervised by an adult at all times
  - All children are screened for illness upon arrival
  - Parent/guardian needs to remain with their child, until the child is checked-in by staff
  - Staff is required to perform a visual health check on every child every day

### ***About the Program's Procedures continued***

8. If a child is going to be absent, the San Salvador office must be notified on that day before 4:00 p.m.
  - An absence slip must be completed with the dates and specific reason for the absence
  - **Any child absent for three (3) consecutive days, without notifying the office, may be dropped from the program**
9. Parents should provide one marked set of clothing for their child. This is needed in case clothing is torn or an accident occurs.
  - Mark your child's clothing with his or her name
  - Please wash and return any borrowed clothes immediately
  - Remember your child needs to wear play clothes to school, expect that they will get dirty



## ***What Parents Should Know About the Program's Termination of Services***

The following are reasons for termination from the program:

1. Three (3) late pick-ups within the school year
2. Three (3) days of unexcused absences, make sure you call every day your child is absent
3. Over 10 one (1) day absences, in the best interest of the child
4. Failure to sign the child in and/or out each day
5. Failure to provide necessary information, documentation required for continued enrollment or update current information
6. Unsafe conduct on school grounds, including the parking lot
7. Rude or malicious acts toward staff, parents or children by any family member or person authorized by the family to have access to the child for pickup or delivery to school
  - This includes inappropriate language and/or actions
8. Violations of the Education Code regarding fire arms, alcohol, drugs, or physical altercation
  - Theft, destruction of property, or immoral conduct, etc., which may or may not result in harm of person or property (immediate termination)
9. Violation of items 1 through 7, above, will result in the following warnings:
  - 1<sup>st</sup> offense - verbal warning
  - 2<sup>nd</sup> offense - written warning
  - 3<sup>rd</sup> offense - notice of termination
10. Violations of item 8 will result in **immediate** termination from program per Board or district designee direction

## ***What Parents Should Know About Client Fraud***

Fraud is knowingly or intentionally making any false statements or presenting any materials or information as a means of obtaining state funded Preschool Services.

Clients will be asked to verify their home address and current income. Depending upon the reason, clients may be asked to verify any or all items below.

1. Employment verification
2. Seeking employment verification
3. Physician statements for incapacity
4. Respite care verification
5. Relationship and/or guardianship of children to client
6. Verification of academic and vocation training
  - a. Client will be required to submit progress reports and/or
  - b. Client must be successfully completing course work
7. Verification of fees paid by client to other child care providers
8. Verification of marital status or living arrangements
9. Copy of tax returns, pay stubs, or other verification of income
10. Child protective services care documentation.

A “Release of Information Statement” that gives our agency permission to verify all or any information may be requested from clients at any time before or during enrollment. ***Failure to give permission will result in termination from the program.***

All complaints of possible client fraud are investigated by the agency. If allegations of fraud are found to be true, the client will be terminated from the program and legal action may be sought against the client. Preschool fees will be recovered from the client.

## ***What Parents Should Know About Parent Conferences***

At least two formal parent conferences are held per year.

### **Purpose**

To inform the parent of their child's results in the areas of language assessment, self-help skills, personal/social emotional development, motor skills development and cognitive development. Any health, dental, family needs, or parent concern may be discussed during this meeting in order to assist the child's family.



### **Frequency**

Within the first 60 days of each new child's enrollment, the child will be assessed. The conference with the parent will be held as soon as possible following the assessment at the parent's convenience. The second conference will be scheduled in the springtime.

### **Procedure**

- Teacher will complete assessments
- Teacher will set up parent conference sign-up sheet and schedule conferences
- Teacher will meet with parent(s) and discuss results
  - Teacher will discuss any concerns that a parent has and make appropriate referrals
  - Teachers will ask parent(s) to sign a parent conference sheet and assessment
- Teacher will submit a copy of the sign-up sheet, the parent conference sheet for each child and a copy of any referrals made on the appropriate forms
- Teacher will maintain copies of the items listed above, in the child's classroom file
- Teacher will update the child's assessment and collect authentic assessment information and observations throughout the school year

## ***What Parents Should Know About the Program Evaluation Plan***

### **Annual Program Review**

The Child Development Program conducts a quality self-review each year. The Head Start Program participates in an annual Program Self Assessment that involves a review team, which includes staff and parents. Our State Preschool Program also conducts an annual self-review using the Desired Results Developmental Profile and the Early Childhood Environment Rating Scale. Participants may include staff, parents, and community members.

Results from our program evaluations are shared with parents, program staff, CJUSD Administration and Preschool Department, and the California Department of Education. The results are also used as we plan new program goals.

### **Parent Program Evaluation**

Throughout the year, parents will be given a Family Survey to evaluate the program and its effectiveness in meeting the needs of families served. Results from the survey are used to plan goals for program improvements.

### **Staff Program Evaluation/Self Assessment**

Each spring, staff is given a survey to evaluate the program in areas such as staff development, administration, curriculum, meeting program goals, etc. Staff also conducts a self-evaluation to review their strengths and weaknesses as teachers and teacher aides. These evaluations are reviewed at staff meetings and used to plan program improvements.

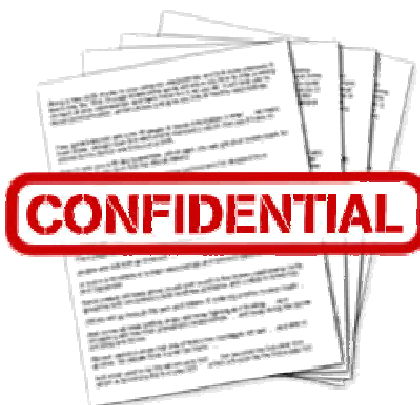
## ***What Parents Should Know About the Confidentiality Policies***

### **Statement of Confidentiality**

In the process of providing comprehensive services, the Preschool Program gathers personal information on the children and families they serve. The Director is the designated custodian of the Child and Family Records. It is our policy to insure maximum confidentiality at all times.

To enforce this policy, the steps listed below must be followed.

- Only designated staff will be permitted access to the child/family information files
  - The “Log of Access” procedure and verbal confidentiality must be observed at all times
- Volunteers in the classroom are not allowed access to child/family files or confidential information
- Child/family files, when not in use, are maintained in locked files
- Emergency cards are maintained in a safe place at all times
  - When not in use, the cards must kept in the child’s classroom file
- Directory information to school organizations and/or media will not be released if the parent objects on the bottom section of the emergency card



***Insert CJUSD Student Emergency Card***

## STATE PRESCHOOL PROGRAM PLAYGROUND RULES

1. Children are to slide down the slide on their bottoms, feet first and use the steps to go up the slide.
  - *No running or climbing up slide*
  - *One child at a time*
2. Plastic baseball bats may be used for piñatas and *only* under close adult supervision.
  - *Children should be at a safe distance*
3. Sand must be kept in sandbox area.
  - *No sand on sidewalks!!*
4. Children are under constant observation by teachers, aides and volunteers in all playground areas.
5. No climbing fences or gates.
6. Children must ride tricycles correctly and in designated direction.
  - If tricycles are removed from one playground, they must be returned
  - No pushing bikes or wagons
  - Limit two children per wagon
7. Running on grass areas *only*.
8. Benches near the outside tables are for sitting, not for climbing.
9. Drinking fountains are to be used for drinking only.
10. Water play allowed *under close supervision* during warm weather, in sand or grass areas only.
11. We treat others with respect and dignity. We solve problems by using words.
12. All playground equipment is to be used as the manufacturer designed. No modifications are allowed.
13. **San Salvador only:** Only two classes are allowed in cage areas; use class flags.
14. **San Salvador only:** Line up “outside” of yellow line (circle) by doors.



## State Preschool Programs Discipline Policy

One of the goals of the State Preschool Program is to help children learn self-control and respect for themselves and others. We do this through positive attention, setting rules for behavior, redirection and conflict resolution.

Occasionally, a child will have problems adjusting to the preschool classroom and will exhibit unusually aggressive or extreme behavior. When this happens, it may be necessary for one or more of the following actions to occur:

- Parents shall attend a parent-teacher conference
- The child being placed on a Behavior Management Plan
- A reduction of days or hours of attendance
- As a last resort, the child may be removed from the program

### Our Program Rules

Everyone treats each other with respect  
Children may not hurt others with words or actions  
Children may not destroy school property  
Children will follow staff's directions

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Please review and sign below indicating that you have read and agree to abide by our Discipline Policy.

*I have read this Discipline Policy. I understand and agree that should my child violate the Discipline Policy the consequences shall include but may not be limited to: attending a parent-teacher conference, my child being sent home from school, my child being placed on a Behavior Management Plan. If the behavior does not improve my child may be dropped from the program.*

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parking Lot Rules

1. I will treat other drivers and pedestrians with courtesy (No Profanity!)
2. I will hold my child's hand at all times in the parking lot area
3. I will park in designated spaces in the parent parking lot only
4. I will drive with the flow of the traffic in the parking lot, entering and exiting as posted
5. I will not drive more than 5 miles per hour in the parking lot
6. I will only park in the handicap spaces if I have the appropriate permit displayed
7. I will not leave my child/children unattended in my vehicle at any time
8. I will not park in staff parking spaces or block school buses
9. I will use appropriate seat restraints for my child as required by law
10. I will obey all traffic laws

### Car Seat Belt Law

Children under the age of 6 years or weighing less than 60 pounds must be in an approved child car seat when being transported to and from the school. This applies to anyone who may be picking up your child for you. Protect your child. **This is the law and you may be cited if you are not in compliance.**

*Children must be in constant adult supervision in the parking lot areas*

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COLTON JOINT UNIFIED SCHOOL DISTRICT  
SAN SALVADOR SCHOOL  
471 AGUA MANSA ROAD  
COLTON, CA 92324  
(909) 876-4240**

**PRESCHOOL PARENT FEE LETTER**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

According to the income information you have provided on your preschool application, we are required to charge a fee. Fees are based on the following:

1. Gross income, including all wages or salaries, alimony, child support, social security, unemployment compensation, veteran benefits, etc.
2. The number of family members.
3. The number of days preschool services are provided.
4. Fees are to be paid **monthly in advance**. **The fee total will be due each month whether your child attends all scheduled days or not.** If fees become delinquent, your child will be terminated from the program.
5. If you are also paying for other child care and can provide us with documentation of need and copies of receipts for such payment, your fees will be adjusted accordingly.
6. Fee amounts are assessed using the California Department of Education Fee Schedule.

**If you have any questions about the fee schedule or this letter, please call our office at (909) 876-4240 or (909) 430-2805.**

(1) Child's Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

(2) Child's Name: \_\_\_\_\_ Daily P.T. Fee: \_\_\_\_\_

I acknowledge to have read the above and agree to pay Colton Joint Unified School District Child Development Programs the fee assessed for preschool services in the amount of \$ \_\_\_\_\_ per day.

**Checks should be made payable to San Salvador School.**

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COLTON JOINT UNIFIED SCHOOL DISTRICT  
SAN SALVADOR SCHOOL  
471 AGUA MANSA ROAD  
COLTON, CA 92324  
(909) 876-4240**

**CJUSD CHILD DEVELOPMENT PROGRAM**

**STATE PRESCHOOL**

**PRESCHOOL FEE POLICY**

The daily fee for your child has been determined to be \$ \_\_\_\_\_ per day. A payment envelope will be provided each month for you to submit your monthly fee. The full amount is due within 7 days from the date indicated on your payment envelope. **If a check is returned for “Non-Sufficient Funds” (NFS), a \$20.00 service fee will be added to the preschool fee.**

When a delinquency occurs, families will receive a “Notice of Action” (NOA) to terminate services. No refunds or adjustments will be made for any absences or for children who leave the program during the month.

The State Preschool Office will accept a reasonable payment plan from the family to pay delinquent fees. The Child Development Programs shall continue to provide preschool services to the family, provided the family makes every effort to pay the delinquent and current fees.

If the family does not pay the delinquent fees, the Child Development Program can terminate services and the family will not be eligible for preschool services until the delinquent fees are paid in full.

I \_\_\_\_\_ **Parent/Guardian of** \_\_\_\_\_  
**understand my responsibility to pay preschool fees each month as billed.**

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature/Title of Staff: \_\_\_\_\_ Date: \_\_\_\_\_

COLTON JOINT UNIFIED SCHOOL DISTRICT  
SAN SALVADOR SCHOOL  
471 AGUA MANSA ROAD  
COLTON, CA 92324  
(909) 876-4240

CJUSD CHILD DEVELOPMENT PROGRAM

MONTHLY BILLING STATEMENT

Parent/Guardian Name \_\_\_\_\_ Billing Date \_\_\_\_\_  
Child's Name \_\_\_\_\_ Month of Billing \_\_\_\_\_  
Dates of Service Covered \_\_\_\_\_ #days \_\_\_\_\_ x rate \_\_\_\_\_ = \$ \_\_\_\_\_  
Preschool Payment for the month of \_\_\_\_\_ School Site \_\_\_\_\_  
Previous Month Balance \$ \_\_\_\_\_  
Current Month Balance \$ \_\_\_\_\_  
Return Check Fee \$ \_\_\_\_\_  
Total Amount Due \$ \_\_\_\_\_

**Payments are due in advance and by the 1<sup>st</sup> of each month. After the 7<sup>th</sup> day of the month, unpaid fees are considered delinquent.**

Please make checks payable to: **San Salvador School**

Return your check and yellow billing statement copy in the enclosed envelope. If you have any questions, please call (909) 876-4240 or (909) 430-2805.

**Delinquent Fees**

1. When it has been determined that Family Fees are delinquent (**later than the seventh day of the month**), a Notice of Action (NOA) to terminate service will be mailed to parent. The NOA will state the total amount of unpaid fees, the daily rate, and the period of delinquency. Services will be terminated on the date falling fourteen (14) calendar days from the date of the NOA unless all delinquent fees are paid before such date. Documentation of the mailing date will be retained by the Preschool Office.
2. If the fees are still unpaid fourteen (14) days following the date of the NOA, the Preschool Office will terminate services. A six (6) month period of ineligibility will follow termination of services when the cause of termination is failure to pay fees. Fees must be paid prior to being put on the eligibility list.
3. The State Preschool Office may accept a reasonable plan from the parent for payment of delinquent fees. Services may continue, provided current fees are paid and provisions of the delinquent fee payment plan are met.
4. If family fees are late three times within a fiscal year, your child may be dropped from the program.
5. If the check for the family fee is returned for **Non-sufficient funds**, a check will no longer be accepted. Additionally, a **NSF fee of \$20.00 will be charged. Payment of all future fees must be made in cash or by cashier's check or money order.**

## ***What Parents Should Know About Obtaining More Information***

To obtain more information regarding our State Preschool programs please call:

### **Colton Area State Preschools**

- Rebecca Mena at (909) 876-4154 – or – Ronald Perez at (909) 430-2848

### **Bloomington Area State Preschools**

- Margie Ramirez at (909) 430-2805 – or – Marina Delgado at (909) 554-1876

To obtain more information regarding our **Head Start Preschool** programs, please call:

### **Colton Area Head Start Preschool programs**

(909) 824-2570

### **Bloomington Area Head Start Preschool programs**

(909) 876-6342

### **CJUSD Board of Education**

Mr. Roger Kowalski, *President*

Mrs. Patt Haro, *Clerk*

Mr. Randall Ceniceros

Mr. Frank A Ibarra

Mrs. Laura Morales

Mr. Pilar Tabera

### **District Administration**

Jerry Almendarez, *Superintendent*

Jaime R. Ayala, *Assistant Superintendent, Business Services Division*

Ingrid Munsterman, *Assistant Superintendent, Human Resources Division*

Mike Snellings, *Assistant Superintendent, Educational Services Division*

### **Program Administration**

Kathleen McGinn, *Director Child Development Programs*

Karen Gladue, *Child Development Supervisor*



## **NOTICE OF ACTION**

Child Development contractors are required to inform parents of specific changes in their service through an (NOA) Notice of Action. Examples of service changes would be beginning enrollment, establishing parent fees, and terminating services. Parents who disagree with the action indicated on the NOA have the right to appeal the agency's decision and to request a hearing.

Upon receipt of the NOA, parents have 14 days to request a hearing. This request may be verbal, mailed or faxed. For mailed appeals send form to: State Preschool Office, San Salvador School, 471 Agua Mansa Rd., Colton, Ca., 92324. Faxes may be sent to: 909-824-7406. Parents may request the hearing be held by telephone by completing a Parent Authorization form. This form can be obtained from the preschool office and returned with the request for an appeal. Appeal meetings that are held by telephone will then be initiated by the agency.

Within 10 days of receiving the request for an appeal hearing, the agency will schedule the meeting at a time convenient for the parent. Parents may reschedule the meeting up to 2 times with notice given to the agency. Failure to attend the scheduled meeting, or to give the agency advance notice you wish it to be rescheduled will result in the end of the appeal process. Parents may attend the hearing with an (AR) Authorized Representative accompanying them or in their place. The agency must be notified by the parent that an Authorized Representative will attend the meeting.

Effective Date: 7/13