



San Pasqual Union Preschool

Parent Handbook

2024-2025



San Pasqual
Union School District
The Little School in the Valley

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Mission

The Mission of San Pasqual Union Preschool is to reach out to our community, sow the seeds of education in our young children, nourish their development – socially, intellectually, physically, and emotionally – and allow these seeds to grow, creating vibrant, healthy contributors to our world.

Essential Guideposts

- SPU Preschool implements a curriculum and policies oriented toward achieving our goal of academic achievement. It is operated in alignment with all applicable federal, state, and local policies and laws.
- Instruction will utilize proven, innovative programs that are best designed to meet the needs of the students. Teachers and aides are highly trained in the best curriculum practices.
- The curriculum includes a robust parent-teacher-child education component.
- Children attending TK or kindergarten the following year and living within the SPU District boundaries will receive top priority. Beyond that, SPU Preschool will grant equal priority to all children based on completed applications and availability.

Curriculum

The staff created the SPU Preschool curriculum to integrate with San Pasqual Union School's programs for kindergarten and beyond. We use Houghton Mifflin Pre-K Language Arts and a hands-on math program. We also use Handwriting Without Tears to introduce and teach letters, numbers, colors, and shapes. The program focuses on developing fine motor control and letter/number/shape formation.

SPU Preschool also incorporates brain-based learning in all educational programs. The children will participate in activities and movements to enhance their brain use and development.



Class Times

San Pasqual Union Preschool will offer six class times.

Session and Monthly Tuition for September-May

5 days M-F: 8:00-12:00 (\$632)

5 days MTWF: 8:00-3:00 Th: 8:00-1:30 (\$770) *

3 days MWF: 8:00-12:00 (\$385)

3 days MWF: 8:00-3:00 (\$495) *

2 days TTh: 8:00-12:00 (\$264)

2 days T: 8:00-3:00 Th: 8:00-1:30 (\$330)

Session and Monthly Tuition for August and June

5 days M-F: 8:00-12:00 (\$253)

5 days MTWF: 8:00-3:00 Th: 8:00-1:30 (\$308) *

3 days MWF: 8:00-12:00 (\$154)

3 days MWF: 8:00-3:00 (\$198) *

2 days TTh: 8:00-12:00 (\$106)

2 days T: 8:00-3:00 Th: 8:00-1:30 (\$132)

*Extended day (12:00-3:00) is determined case-by-case. Children attending extended days must be able to lie down for a rest period independently without disrupting other students. All students attending extended days must adhere to the program's toileting guidelines.



Registration Requirements

Children meeting the program qualifications listed below may register by presenting the required information to the SPU office between 8:00 a.m. and 4:00 p.m. Please note the change in office hours during the summer break.

Program Qualifications

- Age – The child must be between 3 and 5 years.
- The child must be independently toilet trained. (The child can handle all toileting needs and procedures without adult assistance.)
- Priority is given to children attending TK or Kindergarten the following year.

For Pre-Registration, please bring:

- Proof of Date of Birth—Proof of birth date must be a legal birth certificate, a duly attested baptismal certificate, or a passport.
- Immunization Records—An official immunization record or a letter from your doctor or clinic listing the dates of immunizations is acceptable.
- A current utility bill for proof of residency, with name and address on the bill. Other forms of residency proof may also be required.

Policies and Procedures

Registration Fee

There is a non-refundable registration fee of \$75 per child. If this is not turned in to the office when enrolling, a spot will not be reserved for your child. A \$40 fee will hold the child's slot for returning students for the next school year.

Back to School Night

Back-to-school night for our Preschool families will be held early in the school year. Parents will receive information about SPU Preschool policies and procedures at this meeting.



Tuition and Fees

August tuition is due on or before the first day of school. Other tuition payments are due on the 1st of September through June. There will be a late fee of \$25 if paid after the 10th of the month. The late fee will increase to \$50 if paid after the 15th of the month. The student will be allowed in the classroom once tuition is paid in full. A student will be dropped from the program if tuition is paid after the 20th of the month.

Attendance

Children enrolled in SPU Preschool classes are expected to maintain regular attendance. If your child is absent, please call or e-mail the preschool to notify us of the reason for the absence. Excessive unexcused absences may result in your child's removal from the program.

Toileting Procedures

At San Pasqual Union Preschool, an essential priority of ours is to provide students with the best learning experience possible. To do this, we must ensure a student's school readiness. Part of this includes a child's ability to control their bodily functions as they enter a structured social and academic atmosphere. While we understand that accidents may occur, students **MUST** be completely potty trained before entering our classroom. This is for the health and safety of not only your child but also the staff members. This means no child shall come to school in diapers (unless otherwise agreed upon by consenting parties), know when they need to use the facilities and verbalize this to an adult, and be able to attend to their hygiene. If a child has three or more pee accidents within a three-week consecutive span or one bowel movement accident, they may be asked to leave the program. We appreciate your understanding of our toileting policy.

Sign-in/Sign-out Procedures

(Procedures will be modified to comply with Local Health accommodations)

When students arrive at SPU Preschool daily, the parents must sign in the child. The sign-in book will be located at the front door. Children going home from SPU Preschool must be signed out in the same book. This procedure is essential for the safety of all children in the SPU Preschool.

*All students must be picked up on time. Those attending half-day must be picked up at noon, or \$15.00 will be charged after 12:10. Full-day preschool students must be picked up at 3:00 pm, or a fee of \$15.00 will be charged after 3:10.

Health Requirements

Proof of immunization is required for each student. Students must have the following:
3 Polio, 4 DTaP, 3 Hep B., 1MMR, 1 Hib, 1 Varicella.



Distribution of Medication

Students cannot bring medication to school without prior authorization from a healthcare provider. If necessary, deliver the medicine (or pills of any type) to the SPU Health Office after obtaining approval. The parent must fill out a form authorizing the health clerk to allow the child to take the medication at the time noted on the form. All medicine must be in the container provided by the pharmacy and marked with the child's name and the name of the prescription.

Emergency and Health Information

Your cooperation in filling out the health and emergency cards at the beginning of the school year and continually updating them will help us keep our records up-to-date and ensure your child's safety. We must have your current address and phone number in case we need to reach you regarding your child. Any changes in emergency information must be submitted immediately.

Injury and Illness Procedures

If an injury occurs during preschool, the child will be escorted to the health clerk's office at the San Pasqual Elementary Office. The parents will be notified immediately.

In the case of an illness, the child can rest comfortably in the health clerk's office. The parents or guardians will be contacted and must pick up their child immediately. Students can come back after 24 hours of being fever-free.

If a child has a medical or dental emergency while at SPU Preschool, a staff member will contact the parents, and if necessary, Emergency Services (911) may be called.

Leaving School during the Day

If your child must leave class before the end of the school day, a parent, legal guardian, or another person (who is 18 years old, has picture identification and who is authorized in writing on the emergency card) must sign the child out with the classroom teacher.

Food Program

All students attending SPU Preschool as an extended-day students may bring their lunch from home. Otherwise, the SPUSD lunch program provides a hot lunch for \$3.25 daily. A lunch menu will be posted in the classroom at the beginning of each month. Every child will be served a snack mid-morning.

Napping Responsibilities

SPU Preschool students attending the full-day program will be allowed quiet time after lunch. Each child will have a mat to lie down on. Parents or guardians may supply a sheet or blanket for their child to use during rest. Each child's sheet and blanket will be kept in your child's cubby and sent home to be cleaned each week. Students must stay on their napping mats without disrupting others during quiet time.

Dress Code

Appropriate dress and grooming contribute to a productive learning environment. Students must pay proper attention to personal cleanliness and wear clothes suitable for



the school activities in which they participate. Students' clothing must not present a safety hazard. Comfortable clothing that can get dirty or messy is preferred. Parents are primarily responsible for seeing students attired adequately for school and prevailing weather conditions.

Children should not wear flip-flops, sandals, or open-toed shoes for safety purposes. When planning clothing for your child, please remember that preschoolers use lots of paint and paste that may need to be cleaned after washing. All clothing should be marked with your child's name. All children should keep a spare change of clothing in their backpacks.

Parent/Family Involvement

SPU Preschool asks that all parents/guardians actively participate in their child's classroom. Parents/guardians can make arrangements to volunteer by contacting the preschool teacher. This is a vital part of our family education program. The teacher will contact each parent/guardian to arrange a convenient time for their participation and send home schedules as reminders. Parents volunteering in the classroom must complete the visitor/volunteer packet at the front office. The application consists of the application, code of conduct, background check, and vaccines (which include the flu, pertussis, and measles vaccines). Please pick up an informational packet from the Front Office.

Field Trips

Children attending SPU Preschool will have the opportunity to tour the San Pasqual Union campus during class. We will also arrange at least one off-campus field trip during the school year. Transportation for off-campus field trips will be provided by school bus. All students will need to have a signed permission slip to attend.



Guidelines for Behavior

The Guidelines for Behavior in our preschool program is based on the philosophy that all children in the program have the right to share in the learning process positively. For this to be possible, each child must take responsibility for his or her behavior to ensure that the learning process is not disrupted.

The preschool staff feels that high expectations and consistent procedures develop self-discipline, helping to maintain a school climate that promotes effective learning. A strong discipline program will help produce responsible citizens by developing self-direction, self-concept, and respect for the rights of others. There is no better place to learn these lifelong skills than at the preschool level.

Parent/Family support is a vital part of our Guidelines for Behavior. With that support and the effort of staff and students, we can create a positive learning environment for our students.

Rights and Responsibilities

All students will:

- Use common sense.
If there's a chance we could get hurt, "we won't do it."
If there's a chance it will hurt someone else, "we won't do it."
- Follow the directions of all adults.
- Keep hands, feet, and objects to ourselves.
- Use only kind words towards others.
We will respect the feelings of classmates and all school staff.
We will treat others as they would like to be treated.
- Respect classmates' and school property.

All teachers will:

- Teach and review the Guidelines for Behavior and all classroom rules.
- Apply discipline in a positive and non-demeaning manner without violating the personal rights of any student.
- Enforce the Guidelines for Behavior by following the consequences for children who break the rules.
- Reward children who follow the rules with positive reinforcement.

All parents will:

- Review Guidelines for Behavior and all classroom rules.
- Participate in conferences with school personnel.
- Follow up on particular recommendations made by school personnel to help their child.



- Keep informed about their child's behavior and progress.
- Attend and participate in school programs planned for parents.

The Preschool Teacher will:

- Work with teachers, parents, and students to enforce the Guidelines for Behavior.
- If guidelines are not followed and behavior becomes a cause for concern, conference with parents and students. In this case, a formal behavior plan may be developed with parent input and implemented in the classroom.

Special Recognition

The preschool years allow children to practice and refine their social skills, develop impulse control and self-regulation, and develop an internal sense of right and wrong. It is our ultimate goal that our students grow to be intrinsically motivated to make wise choices in life, as opposed to being extrinsically motivated and only wanting to make wise choices when there is a reward at stake. Instead, we reinforce positive behavior with verbal encouragement (noticing and commenting when we see children doing the "right" thing), acknowledging when we see students engaging in positive behaviors by pointing it out to the group or sharing with parents at pick-up, etc. Again, our goal is for students to make positive choices because of how they feel afterward, as opposed to what they get afterward.

Consequences for Inappropriate Behavior

- Verbal warning.
- Removal from activity/conference with the teacher.
The student will be separated from class or removed from the playground and given the opportunity to confer with the teacher regarding the inappropriate behavior. The student and teacher will review classroom/playground behavior expectations and alternatives to his/her behavior.
*If the inappropriate behavior continues and is dangerous or highly disruptive, the child may be removed from the classroom to discuss his/her behavior with an administrator.
- Report to parents/guardians.
The teacher will call the parent to inform the parent of the problem and discuss methods for dealing with the situation.
- Conference with the SPU Preschool Teacher.
This conference will result in a plan to help the child resolve the problem. When appropriate, conferences involving the teacher, parents, and child will be held to use a team approach to solving the particular problem. Some cases may involve the SPUS principal, assistant principal, school counselor, social worker interns, or school psychologist.
- Suspension from preschool will be used if any child is a danger to him/herself or others and reasonable attempts to modify this behavior are unsuccessful.
- If dangerous behavior or repeated disruption of the classroom program continues, the child will be dropped from the program.



Best Interests of the Child

The policies set forth here are not all-inclusive, and situations will arise that fall outside these policies. Special situations will be considered by the staff, teacher, and administration using best judgment in the best interests of the child. Every effort will be made to find a solution through a team approach with the child, parents, and staff. In the event a team approach is not found, final decisions will be made by the administration.

School Schedule

San Pasqual Union Preschool follows the same schedule as San Pasqual Union School District, therefore, if there is a district break or holiday, preschool will be on break as well. In addition, if there is a schoolwide minimum day with an early release time, San Pasqual Union Preschool will also have a minimum day. Preschool staff will provide parents with a district calendar at the beginning of the school year and inform parents if a minimum or non-school day is approaching.



Mission Agreement

- I understand this agreement is between SPU Preschool and myself for the 2024-25 school year. My child/children will receive preschool services by qualified staff on the San Pasqual Union Elementary School campus.
- I have received the Parent Handbook document listing rights, responsibilities, and procedures by SPU Preschool.
- I understand any changes made to the Parent Handbook or tuition schedule will be made in writing. The changes will take effect 30 days after notification to the families.
- I understand August tuition is due on or before the first day of school. Other tuition payments are due on the 1st of the month, September through June. If payments are not made on time, late fees will be incurred as listed in the Parent Handbook.
- I understand a representative of Community Care Licensing has the authority to interview staff, children, and parents without prior consent. This representative also has the authority to review the children's records.
- I will submit in writing to the teacher a letter requesting termination of services if needed. The request needs to be submitted 2 weeks in advance.

I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections.

SIGNATURE OF PARENT OR GUARDIAN

DATE

PLEASE PRINT FIRST AND LAST NAME OF STUDENT

PROGRAM ENROLLED IN