

San Pasqual Union

PreSchool

Parent Handbook

2025-2026

San Pasqual
- Union School District -

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www.sanpasqualunion.net

May 2025

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 TK 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 and Tuition

San Pasqual Union Preschool will offer six class times. Tuition payments are due on the 1st of each month from September through June. There is a non-refundable registration fee of $100 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.

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.

**August tuition is due on or before the first day of school.

Tuition and Fees

August tuition is due on or before the first day of school. Other tuition payments are due on the 1st of each month from September through June.

- A late fee of $25 will be applied if tuition is paid after the 10th of the month.
- The late fee increases to $50 if tuition is paid after the 15th of the month.
- A student will be dropped from the program if tuition is not paid in full by the 20th of the month.
- A $25 fee will be charged for tuition checks returned due to insufficient funds (NSF).

Returned Checks:

If a check is returned due to insufficient funds (NSF), the first occurrence, we will waive the late fee, but the replacement payment must be made in cash. If a second check is returned, all future tuition payments must be made in cash only, and applicable late fees will be enforced.

Registration Requirements

Program Qualifications

Age – The child must be between 3 and 4 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

Children meeting the qualifications for our preschool program can register in one of two ways:

1. **Online**: Visit https://www.sanpasqualunion.net/our-school/preschool to register.
2. **In Person**: Present the required information to the SPU office at **15305 Rockwood Road**. Office hours are **8:00 AM - 4:00 PM**. Please note that office hours may change during the summer break.

- **New Family Interest Form**: If you haven't already, please complete the New Family Interest Form as part of the registration process.

- **Admission Priority**:
  - **Priority** is given to children who reside within the **San Pasqual Union School District** boundaries.
  - If space is available, admission may be opened to families living outside the district.

Once San Pasqual Union School receives your completed enrollment information, your child will be considered for placement in our preschool program.

To complete the enrollment process:

1. **Fill out and sign the required enrollment forms.**
2. **Return the completed forms to the District Office** at **15305 Rockwood Road**.

Once your child is accepted into the preschool program and all required paperwork and fees are submitted, your child can begin school within **48 hours**.

Required for Admission:

1. Proof of Birth Date: Proof of birth date must be a legal birth certificate, a duly attested baptismal certificate, a passport, or an immigration card.
2. Proof of Residence/Address: Residence is defined as the place where the student and parent/guardian physically reside regularly. This may be verified by providing two of the following: (1) rent receipt, escrow or mortgage papers, (2) utility bills addressed to the parent or guardian at an address within the district, (3) voter registration certificate, and (4) tax receipts.
3. Proof of Immunizations: Immunizations must be up-to-date. A letter from your doctor or clinic listing dates of immunization or an official immunization record is acceptable. For more information visit: ShotsForSchool.org
4. Potty Trained: Student is/will be toilet trained by the first day of school
5. Signed and completed forms and fees:

- Student ID & Emergency Card
- Parent Report of Health
- Physician's Report
- Bee Sting Form
- Emergency Medical Consent
- Home Language Survey
- Notification of Parents Rights
- Parent Handbook and Admission Agreement (Last Page of handbook)
- $100 non-refundable registration fee Cash or Check made payable to San Pasqual Union School

Students participating in the special education program or receiving services from the Regional Center or any other agency must bring a copy of their most recent IFSP. This is necessary even if the parents no longer wish their student to continue to participate in the special education program. If you have any further questions, please contact Mrs. Roxanna Jackson, Special Education Coordinator, at 760-745-4931 Ext. 1904.

Policies and Procedures

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.

Attendance

Children enrolled in SPU Preschool classes are expected to maintain regular attendance. If your child is absent, please call 760-745-4931 x1903 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)*

For the safety of all children, the following procedures must be followed:

- **Sign-In**: When students arrive at SPU Preschool, **parents must sign in their child**. The sign-in sheet will be located at the front door.

- **Sign-Out**: When picking up children at the end of the day, parents must also **sign their child out** in the same book.

Pick-Up Times and Late Fees

- **Half-Day Students**:
    - Must be picked up by **12:00 PM**.
    - A **$15.00 late fee** will be charged if the child is not picked up by **12:10 PM**.

- **Full-Day Students**:
  - Must be picked up by **3:00 PM**.
  - A **$15.00 late fee** will be charged if the child is not picked up by **3:10 PM**.

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 and 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 $4.50 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 enrolled in the full-day program will participate in a quiet rest time following lunch. Each child will be provided with a mat to lie on, and families are welcome to send a small sheet or blanket from home for added comfort. These items will be stored in the child's cubby and sent home weekly for cleaning. During rest time, students are expected to remain on their mats and maintain a calm environment that allows others to rest without disruption.

Students who are consistently unable to follow napping guidelines may be transitioned to the half-day program to better support their needs and the classroom environment.

Dress Code

Appropriate dress and grooming are important for creating a productive learning environment. Students should focus on personal cleanliness and wear clothes that are suitable for school activities. Clothing should not pose any health or safety risks. Comfortable clothes that can get dirty or messy are preferred. Parents are responsible for ensuring their child is dressed appropriately for both school activities and the weather.

For safety reasons, children should **not wear flip-flops, sandals, or open-toed shoes**. Keep in mind that preschoolers often use paint and paste, so clothing that may need cleaning after activities is ideal. All clothing should be labeled with your child's name, and every child should have a **spare change of clothes** in their backpack in case of accidents or spills.

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 are 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.
- Work with teachers, parents, and students to enforce the Guidelines for Behavior.

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.

If guidelines are not followed and behavior becomes a cause for concern, a conference with parents and students will be scheduled. 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

1. **Verbal warning.**
2. **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.
3. **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.**
4. **Report to parents/guardians.**
   The teacher will call the parent to inform them of the problem and discuss methods for dealing with the situation.
5. **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.

6. **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 the 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.

San Pasqual Union School District Calendar
Board Approved 10-08-2024

2025 to 2026



July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Student Days:180
Teacher Days 185
7/4 Fourth of July

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						#8

8/14 New Teachers
8/15-8/19 Staff PD
8/15 All Teachers
8/20 First Day of School

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						#21

9/1 Labor Day

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						#22

10/17 T1 Progress Report
10/20-10/24 Parent Teacher Conferences Min day
10/31 Staff PD

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	30
30						#13

11/10-11/11 Veterans Day
11/24-28 Thanksgiving Break
11/21 End of T1 Min Day
11/28 Local Holiday

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						#15

12/22-12/31 Winter Break
12/26 Local Holiday

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						#18

1/1-1/5 Winter Break
1/19 MLK Jr.
1/2 Local Holiday
1/23 T2 Progress Report

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						#18

2/13 & 2/16 Presidents Day

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						#22

3/6 End of T2 Min Day

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						#16

4/6-4/13 Spring Break
4/24 T3 Progress Report

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						#20

5/25 Memorial Day

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						#7

6/9 Last student Day & Promotion
6/10 Teachers last Day
6/19 Juneteenth

New Teacher Start	Teacher Start/End	Staff PD - Non Student Day	Student Start/End 1:30 Release Time	Minimum Days 1:30 Release Time	Holiday(12 month) HOLIDAY

Holidays 2025/2026

July 4- Independence Day	Nov 27 & 28- Thanksgiving	Jan 19- MLK, Jr.	May 25-Memorial Day
Sept 1-Labor Day	Dec 25 & 26- Christmas Day	Feb 13 & 16 -Presidents Day	June 19- Juneteenth
Nov 11-Veterans Day	Jan 1 & 2-New Year's Day	April 10-Local Holiday	

San Pasqual Union
PreSchool

June 2025

Mission Agreement

- I understand this agreement is between SPU Preschool and myself for the 2025-26 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**