

LYNWOOD UNIFIED SCHOOL DISTRICT

EARLY CHILDHOOD EDUCATION



CALIFORNIA STATE PRESCHOOL

PART DAY & FULL DAY PROGRAM



PARENT/GUARDIAN HANDBOOK

2025-2026

This handbook is a valuable source of information about your Early Childhood Education Program in the Lynwood Unified School District and gives you a better understanding of our program. Please read it carefully, and save it for future reference.

12120 LINDBERGH AVENUE (RM. L1) LYNWOOD, CA 90262
OFFICE (310) 604-3063

WWW.LYNWOODECE.ORG

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WELCOME

Dear Parents/Guardians,

It is our pleasure to welcome you to the LUSD Early Childhood Education (ECE) program funded by the California Department of Education to provide California State Preschool Program (CSPP) services. We offer ECE classrooms throughout LUSD with Full and Part Day options. The LUSD Early Childhood Education program is proud to have a long history of serving young children dating back over forty years and leading the field by offering Universal Preschool to Lynwood residents for over 15 Years.

Partnerships between students' parents/families and the ECE Program are the foundation for success in our district. The ECE program recognizes that young children and their parents and/or families come to us embarking on many new experiences; enrollment, attending and participating in school and parent involvement. Be assured that our team of well-prepared instructional staff, knowledgeable office personnel and committed servant leaders will guide your child and family through this transition with your child's success as the focus.

This Parent Handbook contains valuable information regarding the LUSD ECE programs and the roles and responsibilities of both parents and staff members. We encourage you to read it carefully. Should you have questions, our ECE Office Staff, or any ECE Team Member will be happy to assist you.

Sincerely,

Courtney Gillette

Courtney Gillette

Coordinator of Early & Elementary Education

*CSPP for eligible families of 3 to 4 year olds

*LCFF for Lynwood residents to Employees with 4 year olds

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Our Mission

The mission of Lynwood Unified School District, the cultivator of innovative thinkers, is to ensure each student fearlessly achieves his or her highest academic and personal aspirations while contributing to the greater society through a unique system distinguished by:

- People of great character who inspire and lead by example
- The instilling of courage to be creative
- The transformative uses of technology
- Safe and clean environments
- The honoring of all voices of our community

Philosophy

The philosophy of the Early Education Department is to create an integrated and comprehensive system of diverse, high quality early childhood education and care services. This system of services will enhance the development of young children so they succeed throughout their academic career; support families in their role as nurturers and first teachers; and meet the needs and financial abilities of Lynwood's working parents. Utilizing research based curriculum and practices; we offer a high quality educational environment that inspires children's developmental skills. The enriched classroom environment, nurturing interactions and individualized academic planning are based on child interest, parent input and data gathered from informal assessments, Parent reported Ages and Stages Questionnaires (ASQ), children's Desired Results Developmental Profile (DRDP), Early Childhood Environment Ratings Scales (ECERS), and Classroom Assessment Scoring System (CLASS) observations.

Goals

- To provide a positive sense of identity and emotional well-being.
- To help your child eat well, be active and healthy by providing and demonstrating proper health, safety, and nutritional practices.
- To develop in each child the readiness skills for life-long learning by encouraging their thinking, reasoning, questioning, and experimenting.
- To share program goals and to ensure effective two-way comprehensive communication between staff and parents.
- To ensure parents have opportunities for Health and Social Services referrals and follow up services.
- To use each child's individual needs, interests and experience in planning activities for further growth.
- To ensure each child's progress is documented using the Desired Results Developmental Profile.
- To ensure program quality, each classroom is rated using the Early Childhood Environment Rating Scale (ECERS).
- To ensure staff is informed and up-dated on regulations, requirements and policies, staff are provided with ongoing coaching and opportunities to attend professional growth, staff development conferences and meetings.
- To ensure the community is involved and informed about the program, community based activities are planned throughout the school year, and community resources are provided.
- To ensure that all Early Childhood Education Programs are in full compliance with Community Care Licensing (Title 22) and the California Department of Education (CDE) Title 5, Early Education Division (EED) by using the program self-evaluation as a monitoring tool on an on-going and annual basis.

Early Childhood Education (ECE) LOCATIONS

Part Day

AM CLASS: 8:00AM—11:00AM

PM CLASS 11:45AM—2:45PM

Lindbergh	Will Rogers
3300 Cedar Ave Lynwood, Ca 90262 ECE Teacher: A. Porter	11220 Duncan Ave Lynwood, Ca 90262 ECE Teacher: F. Alvarado

Full Day

OPENING CLASS: 7:15AM—2:45PM

CLOSING CLASS: 9:15AM—4:45PM

Lindbergh		Will Rogers
12120 Lindbergh Ave Lynwood, Ca 90262 (310) 631-7308 ECE Teachers: M.Luna C. Moore	ECE OFFICE RM. L1 12120 Lindbergh AVE LYNWOOD, CA 90262	11250 Duncan Ave Lynwood, Ca 90262 (310) 603-1544 ECE Teachers: A. Fernandez T. Rodriguez

Floater Teacher: Mrs. Moore

Our Program

The LUSD ECE Program provides early childhood services to almost 200 children between the ages of 3 through 5 years of age, of eligible parents. An ECE part day classroom is provided on two elementary campuses, two Full Day classrooms at Lindbergh and two Full Day classrooms at Will Rogers. We believe that children need a safe, clean comfortable environment with a wide variety of learning experiences.

We are pleased to provide all 3-5 year old children with free part day preschool services that live in Lynwood. Early childhood experiences and activities enhance the child's self-concept and foster the development of children in all areas: physical, cognitive, social, and emotional. In order to do this, developmentally age appropriate experiences are planned. Each child will have experiences designed to meet his/her unique needs.

We believe we can most effectively operate our programs by working closely with parents, keeping them informed, listening to their ideas and involving them as much as possible. We welcome diversity and integrate a variety of cultural, learning and language differences.

Communication is a vital part of our preschool programs. You will receive newsletters, classroom notices, parent activities calendars, via email or available our website at www.lynwoodece.org and phone calls to inform you of activities and events. If you have a concern regarding your child, please make an appointment to have a conference with your child's teacher or site facilitator. We will be happy to work with you to ensure a positive educational experience for you and your child.

We are funded by CSPP, LCFF and Fee for Service. We follow the regulations stated by Title V and Title XXII. The ECE program also participates in the Quality Start Los Angeles initiative; The initiative is a joint effort of the Los Angeles County Office of Education, Los Angeles County Office for the Advancement of Early Care and Education, Child Care Alliance of Los Angeles, and First 5 LA. Participating in this effort provides the ECE program with access to training, resources, and external assessments focused on our level of quality and funding to support our ongoing efforts.

Open Door Policy

Parents/Guardians have the right to enter and inspect the preschool without advance notice whenever children are in care (Parents' Rights, LIC 995, California Department of Social Services, and Community Care Licensing Division). Parents/ guardians do not need to make an appointment to observe the classroom, **but appointments are necessary to meet with the staff as active supervision of children is our priority.**



Organizational Chart

Early Childhood Education Administration Office

Lindbergh Elementary Room #L1
12120 Lindbergh Ave. Lynwood CA 90262
Phone (310)604-3063

Office and Administration Staff

Courtney Gillette	Coordinator of Early & Elementary Education
Gisele Ochoa	ECE Program Specialist
Mavel Carias	Secretary
Rosemillie Lopez	Office Assistant II
Justine Figueroa	Attendance Assistant

Rosemillie Lopez Office Assistant of Enrollment	
Lindbergh FD Lindbergh PD	Will Rogers PD Will Rogers FD

Lynwood Unified School District

Patrick Gittisriboongul, Ed.D.- Superintendent
Sandra Verduzco - Director of Elementary Education

BOARD OF EDUCATION

Julian Del Real-Calleros	President
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Maria G. Lopez	Member
Alma Carina Castro, Ed.D.	Member

We welcome you and your child into our Program!

State ECE Enrollment Process and Options

Families can contact the ECE office staff by mail, phone, email or walk-ins regarding how to enroll their child. Families will be advised to come to the office to pick up an enrollment packet. Once the family completes all of the forms and the child's physical examination and immunizations are complete, the parent may call the office to schedule an enrollment meeting. At this meeting, the parent will complete the enrollment process and sign the contract for services. If the program does not have availability at the time the family wishes to enroll, the child will be placed on a waiting list and the family will be contacted when there is an available opening to enroll the child.

During the enrollment meeting, we suggest you keep your children at home. If you need to bring your children with you they must be supervised at all times for the duration of the enrollment process. Please make sure to turn off your cell phones throughout the entire process (about 15-20 minutes). We also encourage all parents to attend the parent orientation before starting the program.

Enrollment Priorities

Enrollment priorities are as follows:

1. 3-4 year olds in Child Protective Services (CPS) or "At Risk"
2. 3-4 year olds with exceptional needs
3. 3-4 year olds
 - a. Not enrolled in a state-funded transitional kindergarten program
 - b. Children who were enrolled in the State Preschool Program as a three year old, without regard to income ranking.
 - c. Children whose families have the lowest income ranking.
 - d. When 2 or more families have the same income ranking, the child with exceptional needs will go first.
 - e. Children who are identified as limited English or non-English proficient.
 - f. Children from families with special circumstances.
4. 3 years olds according to priority order above (for 4 year olds)
5. All 3-4 year olds that live in Lynwood, CA.
6. All 3-4 year olds of LUSD employees



Eligibility Requirements

Families are eligible for fully or partially subsidized child care if they meet at least one of the following criteria:

1. The family is a current aid recipient
2. The family is income eligible
3. The family is experiencing homelessness
4. The child is a recipient of child protective services, or has been identified as being abused, neglected or exploited, or at risk of being abused, neglected or exploited
5. The child has exceptional needs
6. Families who have a member of its household who is certified to receive benefits from Medi-Cal, CalFresh, the California Food Assistance Program, the California Special Supplemental Nutrition Program for Women, Infants and Children, the federal Food Distribution Program on Indian Reservations, Head Start, Early Head Start, or any other designated means-tested government programs, as determined by the department, will be categorically eligible.

Families who qualify must fall within State defined income ceilings for subsidized child care. Our Office provides current income ceilings for all enrolling families.

Children must be at least 3 years old and no older than 5 years old (the year before they become eligible for kindergarten enrollment). In order to receive subsidized child care services, the parent(s)/guardians(s) must provide verifiable and viable proof of income, and employment/training. If the parent is unable to provide proof of income and employment, the Early Childhood Education Office may take the necessary procedures to verify such information.

Full Day

Children must be at least 3 years old on or before December 1st and no older than 5 years old after September 1 (the year before they become eligible for kindergarten enrollment). In order to receive subsidized child care services, the parent(s)/guardian(s) must provide the office with verifiable and viable proof of income, employment/training and seeking employment. If the parent is unable to provide proof of income and employment, the Early Childhood Education Office may take the necessary procedures to verify such information. Employee/ Lynwood Residents can be enrolled under a no need category after all other children with a need category have been enrolled, families that do not qualify for CSPP Full Day , may pay for services as a “Fee for Service”. For families with multiple children, the family fee shall be assessed based on the family’s child who is enrolled for the longest period.

Part-Day

LUSD provides part day services to all three and four year old children that live in Lynwood, CA. (children who have their 3rd birthday on or before December 1st of the fiscal year in which they are enrolled). LUSD employees’ children also receive free part day ECE services. The program first admits children according to enrollment priorities (see pg 07).

Transferring between the Full-day and Part-day Programs

From Full-day to Part-day

If a child is enrolled in ECE’s full day California State Preschool Program and the parent no longer meets the eligibility and/or need criteria, the child may still be eligible for part day services.

From Part-day to Full-day

If a child is enrolled in ECE’s part day California State Preschool Program and the parent would like full day services, the parent must complete a recertification appointment with ECE, to certify the family’s need and eligibility for full day services.

State Preschool Child Protective Services (CPS)

Written referral, dated within six months of application for services that include:

- Statement from local county welfare department, child welfare services worker, certifying that the child is receiving Child Protective Services (CPS) and that the child care and development services are a necessary component of the CPS service plan
- Name, address, phone number and signature of the county child welfare staff

State Preschool “At Risk” Documentation

A written referral, dated within six months of application for services that include:

- Statement by a legally qualified professional (someone licensed in the state to perform legal, medical, health or social services for the general public) that the child is at risk for abuse and/or neglect and that child care and development services are needed to reduce or eliminate that risk.
- Probable duration of the at risk situation
- Name, address, phone number and signature of the legally qualified professional

State Preschool Homelessness

A written referral from an emergency shelter or other legal medical or social service agency, or a written parental declaration that the family is homeless, and a statement describing the family’s situation. Families that are homeless or at risk will be referred to LUSD student services for additional support.

Income

Total countable income means all income of the individuals counted in the family size, for example:

- Gross wages or salaries
- Overtime
- Tips
- Child Support payment received
- Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies

The LUSD ECE Office reserves the right to ask for additional documentation to verify all income information and family status of any parent/guardian applying for services or who are in the program. This may include, but is not limited to:

- Verification of income
- Verification of residence
- Birth Certificates to determine household size
- Verification of employment and/or training

Income documentation is for the month preceding certification or recertification. Current and on-going income documentation may be requested to verify eligible for the program.

State Preschool Income Documentation

Employed:

- Payroll check stubs
- Release authorization and letter from employer
- Other records of wages issued by the employer

Self Employed:

As many of the following types of documentation as necessary to determine income:

- Letter from source of income
- Copy of the most recently signed and completed tax return
- Other business records, such as ledgers, receipts or business logs

Parents attending School or Vocational Training

Parents must provide documentation of days and hours of vocational training, school or ESL (English as a second language).

Parents will be given 2 hours of study time per week, per academic unit. This applies only to academic classes. All other study time will be granted on a case by case situation.

1. Statement of vocational goal
2. Name of institution that is providing training
3. The dates of training period (quarter, semester)
4. Current class schedule
5. Anticipated completion date of all required training activities to meet the vocational goal.

The LUSD ECE Office reserves the right to ask for additional information/documentation to verify all Training/School information regarding hours needed for study time and travel. A parent may voluntarily report changes pursuant to section 18084.2

State Preschool Parent Incapacity

Criteria- the need for services are based on documentation and verification of at least one of the following:

- A release signed by the incapacitated parent authorizing a legally qualified health professional to disclose information necessary to establish that the parent meets the definition of incapacity
- A statement from a legally qualified health professional including the following:
 1. That the parent is incapacitated, that the parent is incapable of providing care and supervision for the child for part of the day,
and
 2. The extent to which the parent is incapable of providing care supervision
 3. The days and hours per week that' services are recommended
 4. Probable duration of incapacitation
 5. Name, business address, telephone number, professional license number and signature of the health professional

Enrollment Process – Documentation

Listed below are documents that are part of the enrollment process:

1. Completed application 2. Emergency Information 3. Birth Record(s) for all children listed on application 4. Court order regarding custody (if applicable) 5. Court orders regarding child support (if applicable) 6. Records of foster care (if applicable) 7. School or medical records (if applicable) 8. County welfare department records (if applicable) 9. Other reliable documentation indicating the relationship of the child to the parent 10. Child medical report (physical) with vision and hearing and the child's TB clearance (within 1 year). 11. Child required immunizations 12. Proof of residence (for enrolling parents) 13. Agreement of contract hours	14. Release form to: (a) Verify employment (b) Verify income 15. Verification (check stubs) of all family income: (a) Self-employed, the office will advise you of required documentation (b) Provide one (1) month worth of pay stubs from either month of the two-month window immediately preceding the initial certification 16. Medical card or other insurance (if applicable) 17. Referral from Child Protective Services (if applicable) 18. Individual Education Plan (if applicable) 19. (Full-day ONLY) A Child Protective Services referral that are recertified every 12 months.
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Recertification requirements are identical to the certification process.

- All families will be recertified at intervals not to exceed twenty-four months. Families will be notified in advance of the recertification date and do not need to provide updated eligibility or need documentation unless voluntarily requesting a change.
- For eligibility and need based on "At Risk". Recertification will be within (12) months and need must be on another need criterion – no "At Risk".

State Preschool Family Size Documentation

The parent must provide supporting documentation regarding the number of children and parents in the family. Supporting documentation for the number of children shall include at least one of the following:

- Birth Certificate/Records
- Child Custody
- Adoption documents
- Foster Care placement records
- School or medical records
- County welfare department records
- Other reliable documentation indicating the relationship to the parent

If only one parent has signed the enrollment application and the application indicates that a second parent exists but has not signed, the signing parent must certify under penalty of perjury whether the second parent is present or absent. No additional documentation is required from the signing parent to verify the status of the second parent

Wait List and Priorities

Families on the waiting list are ranked by eligibility factors for subsidized care provided by the California Department of Education (CDE) Early Education Division (EED). Enrollment is based on the lower rank first.

Notice of Action (NOA)- notification of change

The Notice of Action (NOA) is issued to the parent(s)/guardian(s) for any change to the service agreement. Examples of when a NOA can be issued include:

- Certification is completed
- Recertification is completed
- Changes that affect need, fees, and eligibility occur
- The family is to be terminated from the program
- Family fees are delinquent

On the reverse side of the Notice of Action (NOA) form is the Parents Rights to Appeal information. If the parent(s)/guardian(s) desire to appeal the action for the NOA, the form must be completed, signed and returned to the ECE Office; 12120 Lindbergh Ave., Lynwood, CA 90262 (310) 604-3063, addressed to Ms. Courtney Gillette.

Family Fees

In accordance with the California State Preschool Program (CSPP) fees are determined based on the following factors:

1. The adjusted monthly family income
2. Family size
3. The total number of hours for each day of the child's certified schedule

Income sources include, but are not limited to employment or any other income received by the family. The fees are charged for every day that the center is in operation. **Note**—it's a monthly rate. Fees are based on enrollment, not attendance. For example, if the child is on vacation, the fees must still be paid.

We recommend paying fees in the form of a Money Order in the exact amount due. The fees must be brought to the center where the child goes to school. **All fees must be submitted by the 1st of each month.** When using a money order, please write your address, parent's and child's name and make money orders payable to **Lynwood Unified School District.**

Delinquent Fees

Upon determining that fees are delinquent (fees are delinquent after seven (7) calendar days from the date the fees were due, a Notice of Action to terminate service shall be issued to the family.

The Notice of Action will state the following:

1. The total amount of unpaid fees
2. The fee rate
3. The period of delinquency
4. That services will be terminated two (2) weeks from the date of the Notice unless all delinquent fees are paid before the end of the two-week period

Caregiver Receipt Verification

When the service providers are not able to meet all the family's needs for early education and a parent is using two different preschools and paying a family fee, a receipt or canceled check is required as proof. Credit will be issued for the subsequent billing period. In order to receive this credit, the parent must complete a provider's receipt form (see ECE Office Assistant for application form). Once approved, a provider's receipt must be submitted monthly.

Contract Hours

Our full day program during the traditional school year (summer hours subject to change) operating hours are 7:15 am - 4:45 pm, however, contract hours are established based on the hours parents are working or attending school or job training programs. It is extremely important that you comply with your contract hours. **On days that the parent is not working or attending school, the child may only attend core hours (total of 3 hours).** Four (4) early arrivals or late pick-ups (picked up later than contract hours or preschool hours on the days that the parent is not working) will result in termination of services.

Important: If the child is still at the preschool one-half hour (30 minutes) after the official closing time and we have been unable to contact either the parent(s)/guardian(s) or anyone on the child's emergency list, we will call campus security, and they will contact the Sheriff's Department who will then take care of the child.

Nap and Rest – Full Day State Preschool

All children attending full day may take a nap or rest after lunch. Adult supervision, cots, sheets and blankets will be provided during nap and rest time. Community Care Licensing requires that children nap or rest with their shoes on in case of an emergency.

Access to the Program

The LUSD ECE Program operates on a non-discriminatory basis. The program does not discriminate on the basis of ethnic group identification, sex, sexual orientation, race, ancestry, national origin, religion, age, gender, color or physical, or mental disability in determining which children are served.

Refrain from religious instruction

We refrain from religious instruction or worship while exercising tolerance of differences.

(PL 101-336) 104 Stat. 327 ADA of 190; 42 USC 12101 (2000); EC 8250 8250.5)

It is the responsibility of the public schools to teach mutual understanding and respect for individual and group differences – ethnic, racial, and religious. Such teaching will be objective, shall be just and fair, shall avoid doctrinal impact with respect to religious issues, and shall avoid any implication that specific religious doctrines have the support of state authority.

Curriculum and Assessment

The LUSD ECE Program is based on the California Preschool Learning Foundations, McGraw-Hill World of Wonders for Pre-k and the Desired Results Developmental Profile, Ages and Stages Questionnaire (ASQ), ECERS and Classroom Assessment Scoring System (CLASS). All aspects of a child's development and growth are considered. Our goal is to ensure that all children are making progress in the domains of physical, cognitive, and social-emotional development.

The ECE Program has adopted World of Wonders for the Pre K curriculum; this is a comprehensive early childhood education curriculum that supports a full year curriculum for prekindergarten. World of Wonders for Pre K learning experiences integrates all domains, including social emotional development, oral language, reading, writing, mathematics, science, social studies, art, physical development, and technology. Second Step Social Emotional Curriculum is also utilized to support our students' social-emotional development.

Homework : LUSD ECE Program does not issue homework. In lieu of homework we offer monthly newsletters for families to engage in home activities via our digital app. and at www.lynwoodece.org

The **Desired Results Developmental Profile (DRDP)** was developed by the CDE ELCD, to assess the development of children:

- Children are assessed within 60 days of enrollment and every six months thereafter
- Parental input is a necessary component of this assessment
- The assessment is also used to plan and conduct age and developmentally appropriate activities for the children

ASQ

Lynwood Unified School District Early Childhood Education (ECE) program utilizes the Ages and Stages Questionnaire ASQ-3 to screen the overall development of each child entering into the ECE Preschool Program. The ASQ-3 is a parent-completed questionnaire that addresses the following areas of development: communication, gross motor, fine motor, problem solving and personal-social. The ASQ-3 is completed no earlier than 30 calendar days prior to the child's start date into the ECE program. The ASQ-3 is to be completed by the parent or legal guardian. The results of the ASQ are then reviewed with the family and used as a communication tool to help the staff and family learn more about the child's abilities. This information is used to help individualize activities to support the child's development. The results of the screening may also identify potential areas of concern where a child may benefit from more extensive collaborations.

NOTE: If a child has an IEP in place, no ASQ-3 screening is needed.

Early Childhood Environment Rating Scale (ECERS)

The classrooms are arranged according to the **Early Childhood Environment Rating Scales (ECERS)**. Teachers utilize ECERS 2 times a year to ensure the Environment practices are high quality. Each area is designed to help children learn and explore in a nurturing and safe environment. The ECERS are designed to assess process quality in the early childhood environment. Process quality consists of the various interactions that go on in a classroom between staff and children, staff, parents, and other adults, among the children themselves, and the interactions children have with the many materials and activities in the environment, as well as those features, such as space, schedule and materials that support these interactions.

Classroom Assessment Scoring System (CLASS) & CLASS Environment

The classrooms are observed and assessed using the Classroom Assessment Scoring System (CLASS). This observational tool focuses on assessing the quality of the teacher and child interactions in the preschool programs. The CLASS Environment is a part of the class system that focuses specifically on the learning environment, and provides a comprehensive view of the classroom setting.

Nutrition

It is our goal to provide a variety of healthy and acceptable meals and snacks that are nutritious for children. Our menu is planned by the Director of Nutrition to provide wholesome meals and satisfying snacks that meet federal and state requirements and guidelines established by the United States Department of Agriculture (USDA).



Nutritious meals are provided for all students at no cost to the families. All children enrolled in ECE programs will receive at least one nutritious meal daily, depending upon the length of the program. A copy of the Menu is posted in the Parent Bulletin Board, and given to all parents.

No food is to be brought into the ECE classrooms by parents or children, only food coming from the district food service or ECE program can be brought into the classrooms. No food is allowed to leave the school site. **Full Day Preschool Parents must complete a lunch application and have it updated every year. **

Water is provided for all children. If you want your child to bring water, a clear, shatterproof reusable bottle with your child's name on the bottle is required. Water only.



IMPORTANT: Notify the teacher if your child has a special diet or food allergy! A form must be completed by your child's physician for special meals.

Physical Education

Our program provides a great amount of structured and unstructured activities throughout the day. **Being physically active helps your preschooler learn healthy habits.**

- Active preschoolers are less likely to be overweight.
- Physical activity helps children develop motor skills and coordination
- Physical activity helps children feel good.
- Active preschoolers are more likely to be happy.
- Physical activity helps children develop motor skills and coordination
- Appropriate attire ensures the safety and well being of your child.

Television

LUSD ECE Program supports the philosophy that children learn best through active interaction and involvement with their environment. This knowledge, coupled with the understanding that television, as a rule, is not an interactive medium, is the foundation for the policy that the Early Childhood Education Program does not provide open television viewing for your child. A wide variety of other opportunities and activities are available for your child when s/he needs quiet or restful time.

Classroom iPads

We provide a set of classroom I-pads that children will have access to no more than 30 minutes per week. District students will only use approved Applications.



Dress Code



Use of LUSD uniforms is optional for preschoolers; white shirts and navy blue/khaki bottoms. Long skirts and dresses, scarves, jacket hood strings, or other clothing that can be caught on equipment are dangerous when a child plays or uses school equipment. Dressing your child in layers will insure their comfort as the temperature changes throughout the day.

Label **ALL** garments with your child's name. Shoes that fasten or tie are preferred because they provide more security when children use large motor equipment. Closed toed shoes prevent injuries. Tennis shoes are recommended to enable safe running, climbing, and balancing activities. It is recommended for children to wear socks. **No flip-flops, jellies, crocs, open-toe shoes, or high heel shoes are allowed.**

Children may also wear their school colors on designated days, please check with your child's school.

Change of Clothing

A change of clothing (pants, shirts, underwear and socks) should remain in the classroom for each child. We request that you label all of your child's clothing and place it in a plastic bag. Please remember to replace it as needed in case of spills or toileting accidents. All soiled clothing must be taken home and laundered.

Field Trips

Field Trips are occasionally taken throughout the school year as funds permit. At no time are parents required to pay fees for their child to attend a field trip with their class. Parents are required to sign and fill out a Permission Slip with all of the child's information before a child may attend the field trip.



Toys and electronics

Children are **NOT allowed** to bring toys or electronics to school. However, ECE teachers **may** have a specific day to share an aspect of their culture, family experience or a favorite book. Toys that arrive unannounced will be taken, set aside, and returned to the child at dismissal time. Please help your child by not allowing him/her to bring toys from home to the classroom. Make it a rule, beginning with your child's first day of school. Cell phones and tablets must be turned off. The district is not responsible if they are stolen or broken.

Celebrations / Birthdays / Holidays / Graduations

Birthdays/ Individual Awards/ Recognition

All children should receive the same recognition, prizes, and awards when they or their family participate in an ECE event. Therefore, the ECE program does not facilitate events/ activities that place individual recognition on one child (ie: attendance, awards or birthdays).

Placing children in roles in which they receive individual recognition for an activity or event in which they have little or no direct involvement is not developmentally appropriate practice.

Holidays

The curriculum is designed to help children gain social competence and the skills necessary to prepare them to succeed and fosters school readiness. The focus of children's learning is narrowed when a holiday driven calendar defines the curriculum. We are funded by Title V which does not allow our program to participate in religious activities. Therefore,

Holiday themes such as: Easter, St. Patrick's, Valentine's, Halloween, Christmas, etc. are not part of the classroom curriculum in our program.

End of Year Celebrations

We look forward to celebrating your child's participation in preschool and their transition to Kindergarten. Collaboratively, we will plan end of the year activities. The ECE program will not have Graduation or Cap n' Gown ceremonies. Parents may take children outside of class time to participate in Cap N' Gown pictures at their elementary site.

We honor cultural diversity throughout the school year, and invite your families to attend monthly Parent Advisory Committee (PAC) meetings to provide input.

Our Staff

The LUSD ECE Program is committed to high quality early childhood education. The instructional staff consists of fully qualified teachers and child care assistants who have training and experience in early childhood education. All teachers hold a Permit required by the Commission on Teaching Credentialing. In the Early Education programs there is one adult for every eight children, the staffing ratios follow State and Licensing guidelines. Teachers are required to participate in ECE professional development and maintain appropriate credentials to teach in ECE.

- New employees are provided an orientation to assist them to understand how agency policies relate to their respective job description.
- We support continuous staff development by assessing the needs of staff and providing professional development activities to enhance their growth.
- The staff is evaluated using the school district guidelines.

All Staff members are required to be trained in CPR and First Aid.

Adult Staff Ratios (Title 22: 101216.1 & 101216.3c, Title 5: 18290)

The number of children enrolled and their ages determines staffing. Appropriate adult/child ratios meet state and federal guidelines. There shall be an adequate number of qualified teachers on duty during the hours the preschool is in operation. The sizes of the preschool groups shall be:

- 1:24 Teacher/Child ratio
- 1:8 Adult/Child ratios for children over three years of age.
- No group of children shall be without supervision at any time.



Sign In and Out

Parents or other authorized persons (over 18 years of age) must sign their child in and out with their full legal and legible signature on our digital attendance App. Community Care Licensing and the California Department of Education requires this safety practice because this is the primary record we have that your child is present at school. The attendance sheet is an official document and must be signed upon arrival and dismissal, with the correct time. If the staff and teachers are unfamiliar with the person picking up a child or their age is questionable, the teacher or staff will ask for identification. Children are only released to their parents unless they authorize someone else (**over 18 years of age**) to pick up their child by adding their name to the Emergency card **ahead of time**.

Important: Parents/Guardians or other authorized persons over 18 years of age must accompany the child to and from the classroom. The staff cannot accept responsibility for children left at the gate or outside the classroom who have not been signed in the ECE classroom.

Dismissal Authorization

Parents will inform the ECE Office, in person if someone else other than the originally authorized persons will be picking up their child, and place their name on the emergency card. The parent or person picking up the child must bring a picture ID. If the staff has not been informed of any different arrangements, the staff will not have the authority to release the child without the parents' permission. In family situations which contain custody mandates or court orders, custodial papers must be on file.

ECE Program Late Arrival & Late Pick Up Policy

The Lynwood Unified School District ECE department philosophy is to provide a safe and secure environment in our schools. It is the responsibility of the parent or guardian to ensure that their child arrives and is picked up on time. Thus, we must ensure that children are picked up and arrive at their assigned hours. Therefore, the following procedure for late arrival or pick up has been developed:

1. **10 minutes arrival/pick up late or after the last parent has signed in during arrival** with or without a valid excuse or contact from the parent, a first notice will be given to the parent/guardian by the classroom teacher. Teacher and parent will sign and date the notice. A copy will be placed in the child's file.
2. **After the second late arrival/pick up** the teacher will issue a second notice to the parent; with regards to the same procedure as above.
3. **After the third late arrival/pick-up** a notice will be given to the parent stating that a mandatory **Intervention Meeting** will be scheduled. Office Staff will coordinate the meeting with the parent and teacher. An agreement addressing the issue of late arrival/pick-up will be signed by all parties present at the meeting, acknowledging that the next late arrival/pick-up may result in the termination of preschool services.

Attendance and Absences

Parents/guardians or anyone on the Emergency Card (**18 years of age or older**) must sign each child in and out of the program on a daily basis. When the child is signed in, the preschool classroom personnel assume responsibility for him or her. Parents reassume responsibility after the child is signed out. Parents may not sign in and out at the end of the day.

Children are expected to attend ECE's California State Preschool Program daily, based on their certified child care schedule. For any day a child is absent, the parent must contact the ECE office to report the absence and provide a reason for it.

The next time the child attends preschool, the parent must:

- Be sure that the reason for the absence is noted on the Attendance Record.
- Parents or guardians are responsible for providing an explanation of their child's absence; either through the digital app message or phone call.
- If the absence was because of illness, the reason should include who was ill (parent, child, sibling). A doctor's note is required if the child is absent for more than 3 days. If the child is out due to a contagious illness, a doctor's note is required for the child to return to school.
- We ask that best interest for full day and part day families be requested in advance, and family fees remain the same whether or not the child attends school.
- Best Interest Days are tracked
- Keep in mind that your family receives 10 best interest days per school year. Periodically, the Office Staff will send a Best Interest status update to parents/ guardians. If you reach 9 Best Interest Days, the Office Staff will be in contact with you. Absences beyond 10 Best Interest Days may lead to unexcused absences.

Abandoned Child Care (Title 5, 17819)

The ECE Program shall issue a Notice of Action disenrolling a family on the basis of abandonment of care if there has been no communication for a total of 30 consecutive calendar days.

Accurate completion of Attendance Records

Parents must make sure that attendance records are completed properly. If attendance records are not completed properly, based on State requirements, the parent will receive a warning letter.

If a third (3rd) warning letter is issued within the same fiscal year:

- The parent must meet with an ECE Office Staff Member within 10 business days.
- A termination notice will be issued if the parent does not meet with an ECE Office Staff Member within the 10 business days.
- The next time attendance records are not completed properly during that fiscal year, a termination notice will be issued.

When Child Care Differs From Hours Certified (Full Day Program)

Hours of Care are Inconsistent with the Certified Schedule, ECE must review the use of child care services to be sure that the days and hours of care are broadly consistent with the family's certified child care schedule.

If there is a notable pattern of child care use or non-use in each week of the month that is not consistent with the a child's certified schedule, the Child Care Eligibility Specialist will follow up with the parent. Contact will be attempted by phone and a courtesy letter will be sent to the parent.

- Parents will be reminded that they may continue using their certified schedule even if they have had any changes in need and, as applicable, will be informed of how a change in certified schedule may be beneficial to the family.
- If the parent voluntarily reports a change:
 - Any needed changes to the child care schedule can be made once all required documentation is received and verified.

When more child care hours are being used that what is currently approved:

- Please note that our staffing and compliance with state rules and regulations are impacted when more children attend those who are scheduled.
- If the child's certified schedule does not change and the parent continues to use more child care hours, child care services may eventually be terminated.

When less or different child care hours are being used that what is currently approved:

- If the parent chooses to continue using the family's certified schedule:
 - The parent does not need to take any action; services will continue with no changes.
 - This follow-up will only be done only once during the family's 24-month eligibility period.

Additional Child Care for an Unscheduled but Documented Need for Services (Full day program only)

There may be times when child care is needed for a parent's documented need for services (employment, seeking employment, etc.) that are not part of the parent's regular schedule (example: parent needs to work overtime or an additional day).

To approve the additional child care:

- The parent must contact the ECE Office ahead of time to find out if space is available.
- The parent must contact and inform the family's Child Care Eligibility Specialist of the need for additional child care.
- Total child care hours cannot be more than the amount the State allows for the parent's need (example: total hours for seeking employment must stay under 30 hours per week).
- The parent must document on the attendance record the actual child care times used and the reason for the additional child care (example: "worked overtime", "switched days w/ coworker").

Excused Absences fall into two categories, General and *Best Interest Days :

Excused:

- Illness of the child, which includes, but is not limited to:
 - ❖ Doctor appointment
 - ❖ Dentist appointment
 - ❖ Physical Therapy
 - ❖ Mental Health appointment
- Mandated court appearance
- **Family Emergency** – including, but not limited to:
 - ❖ Accident involving members of the family
 - ❖ Serious illness or hospitalization of a family member
 - ❖ Death in the family (including time for funeral and/or bereavement)
 - ❖ Dangerous weather conditions
 - ❖ Transportation problems
 - ❖ Act of nature, such as an earthquake, flood or fire



*Other family situations will be addressed on a case-by-case basis by the ECE Office.

* Best Interest (including, but not limited to)

- Religious or cultural activities
- School activities
- Family vacation
- Parent holiday, vacation day, and/or work/training institution closure day
- Time spent with a parent or other family member

Children that receive Child Protective Services have unlimited Best Interest Days.

If Best Interest Days are not all used during the current school year, they do not rollover into the next year.

***Each child is granted ten (10) best interest days.**

Health Plan

Parents are required to inform the ECE office of children's medical needs (i.e. Asthma, Allergies, Congenital Heart Disease and Diabetes) On a case by case basis, a Health Plan may be developed by Parent/Guardian, Teacher, L.U.S.D. Registered Nurse and Specialist or Coordinator.

Medications

Staff members cannot dispense medicine to children without necessary paperwork filed in our main office and prior parent and office approval. If your child has any medicines needed to be dispensed, parent(s) or legal guardian(s) will need to:

- Come to your school's main office to obtain the form "Parent Request for the Administration of Prescription Medicine" for a physician to complete.
- Submit the form (once completed by a physician), which should include specific instructions on how to dispense medication, the amount or dose size of medication to be dispensed, and the frequency of the dose ("as needed" or "when the child asks" does not provide enough clarity).
- Provide an appropriate supply of the named medication.

Illness at School

Children that do not pass the daily health check (see below) shall not be accepted in the ECE classrooms. The staff has the responsibility for checking each child for obvious symptoms of illness. A parent or a person designated by the parent must bring the child into the classroom. The adult bringing the child must remain until the child is accepted.

Any indication of illness is called to the parent's attention. No child will be admitted to school with a sore throat, earache, fever, cough, upset stomach, runny nose, (green or yellow nasal discharge) vomiting, diarrhea, open draining wound, or communicable diseases. This is to protect your child as well as the other children and staff.

If a child becomes ill while at school, the parent will be contacted to immediately pick up the child. If the parent is unavailable, someone else from the emergency list will be contacted. Children, who have been ill with a fever, must stay home for at least 24 hours before returning to school. Children who have been prescribed antibiotics must take the prescribed medications for at least 24 hours before returning to school. Children receiving medication for a temporary illness should recover fully before returning to school.

The Daily Health Check

IS YOUR CHILD WELL ENOUGH TO BE IN SCHOOL TODAY?

The DAILY HEALTH CHECK

Completed every day! Before the person responsible for bringing the child to school leaves!

If your child has any of the following symptoms:

Needs to stay home today	• Vomiting • Diarrhea • Earache • Red eyes with discharge. • Fever over 100 degrees within the last 24 hours • Sores that are draining, open or appear infected. • Have not begun lice treatment. • Is irritable, continuously crying, or requires more attention and care than can be provided without compromising the health and safety of the other children in the classroom. • Has any other contagious conditions such as measles, chickenpox, mumps, whooping cough, COVID-19, and streptococcal infections. • Dr. Note - we will need a doctor's note allowing child to return to school.
Check with your child's teacher	• Runny Nose • Cough • Rash • Is not acting like himself or herself • Been to the doctor, hospital, or emergency room recently • Family member that is ill
Have a great day at school	• Feeling well today • Has been fever-free for the last 24 hours, without the use of fever reducing medication, e.g., Tylenol, Motrin • Treated for lice or nits • Dr. Note stating child may return to school

Please note that a child will be sent home if they appear to have any symptoms of illness during the day or not able to participate in classroom activities. We will make every effort to contact the child's parent/ guardian, and if unavailable, the first noted emergency contact(s) will be called.

We are all working together to keep our children, families & staff healthy!

Pediculosis (Head Lice)



When a child is diagnosed in school with live head lice, the child will be sent home with a note at the end of the day to be treated. Children can return to school after appropriate treatment has begun. A notice will be sent out when it is considered an outbreak. Please refer to CDC guidelines on head lice.

(CDC). https://www.cdc.gov/lice/?CDC_Aref_Val=https://www.cdc.gov/parasites/lice/es/

Biting

Biting is unacceptable in the classroom. The following steps will be taken:

- Help the injured child feel better by providing appropriate first aid, if warranted.
- Complete an "Accident" report for the parent of the injured child.
- Discuss the situation with both parents separately.
- Separation of the involved children.
- Ensure that the environment provides enough challenging activities.
- Carefully observe the involved child to identify precipitating events and prevent recurrences.
- Maintain a log to track when behavior occurs.
- Conference with parents to discuss the child's action at home, parental discipline techniques, search for outside resources, etc.
- Any other behavior issue regarding a child is confidential in order to ensure the privacy of the child and family and to prevent bias from others enrolled in the classroom. We will keep you informed as to what steps are being taken and if bites are from the same or different child. Informative handouts are given to parents regarding biting.

Immunizations

Prior to admission to a preschool, children shall be immunized against diseases as required by the California Code of Regulations: Title 17, commencing with Section 6000.

The following immunizations are required for preschool or child care entry:

- 3 Polio
- 4 DTAP (diphtheria, tetanus and whooping cough)
- 3 Hepatitis B
- 1 MMR
- 1 HIB Haemophilus Influenza type B vaccine (meningitis)
- 1 Varicella (chickenpox)



Hand Sanitizer

The use of hand sanitizer in the preschool classroom will be the following:

- When soap and water is not available (i.e. field trips).
- Upon sign in. Hands should be washed when hands are visibly soiled.
- Upon arrival at the cafeteria (child should wash hands in classroom. Due to touching of walls along the way, use hand sanitizer when they arrive at the cafeteria).
- All visitors/staff are required to use hand sanitizer when entering the Preschool Classroom. If hands are visibly soiled, use hand washing procedures.



First Aid/Emergency Care



Simple injuries will be cared for at school. Parents will receive a form called an “First Aid Care Report” for minor scrapes and scratches that are normal and a part of playing and being young. In the event that a more serious injury occurs, you will be notified at once. If we are unable to reach you, or an emergency contact on your child’s card, we will proceed in taking steps to make your child as comfortable as possible and keep him/her as safe as possible until you can be reached.

For serious injuries, we will contact emergency personnel, paramedics, and/or rescue. By signing your emergency card at time of registration, you give the Early Childhood Education Program authorization to arrange for treatment of your child in case of emergency. Parents are responsible for any financial obligations resulting from such emergency care.

Health Collaborative Mental Health Services provided by Licensed Clinicians are available to children and families. Please see the ECE office for a referral form.

Developmental and Health Screenings

As a requirement of Title 22, the ECE program requires that parents submit a Physician’s Report at initial enrollment and annually at the beginning of each program year. The Physicians Report also provides evidence of vision and hearing screenings. LUSD partners with an outside agency and may offer children hearing, dental and vision screenings and follow up services per parent consent. Parents may “opt-out” in writing of resubmittal of Physician Report and/or screenings. The ECE Program works with all families to screen all children with ASQ3 & ASQ -SE (Ages and Stages Questionnaire) at initial enrollment. Program staff use children’s screening results to implement intervention strategies and adaptations as appropriate.

Emergency Cards

An emergency card is kept on file for each child in the event a situation arises where we need to reach the parent or another adult on the child’s behalf. The card needs to be completed fully. Those people who have permission to pick up your child should be listed on the card. For safety purposes, no other individuals will be permitted to pick up your child without prior written permission from you, the parent or legal guardian. Any person signing a child in or out must be an adult, 18 years of age or older. They will be required to provide identification. Simple recognition by your child will not be enough identification.

Parents are required to complete an emergency card for the ECE program that includes at least three (3) people who are within 20 minutes of the preschool and can be reached for emergencies and pick-ups. An out of state contact is highly encouraged.

It is imperative that your child’s emergency card information is kept current.

Parent Involvement



Parents are a child’s first and most important teacher. **Parent involvement is an essential part of the Early Childhood Education Program.** Active involvement promotes a closer relationship with young children and interactions between teacher and parent are likely to produce the greatest benefit for the child.

Throughout the year, the teachers and staff communicate with parents about the program’s activities through newsletters and bulletin boards in the classrooms. Notices are sent home advising parents of the time and place of meetings. In addition, two parent/teacher conferences are held each school year to discuss the progress of each child. Parents may feel free to request an appointment with the teachers, and are encouraged to be involved at their child’s school

Parent Volunteers

Volunteers are always welcome at the ECE Program. The strength and quality of the programs improves with the participation of parents. Any parent or guardian wishing to volunteer in the classroom must sign a "Good Health Statement". Please call the ECE office for requirements to volunteer. Volunteers must be over the age of 18. Children not enrolled in the preschools are not permitted to remain in the classroom during class time per Community Care Licensing Regulations.

As of September 1, 2016, a person who volunteers or has direct contact with children, attending a Lynwood District ECE classroom must have the following immunizations:

1. Influenza (or a written declaration indicating an influenza vaccination declination.
2. Pertussis
3. Measles

Teachers will contact each parent/ guardian to arrange a convenient time for your participation. There are many ways families can participate in the program:

- | | |
|--|--|
| 1. Working in the classroom/assisting the teacher | 5. Attend parent workshops and meetings |
| 2. Assist with field trips | 6. Participate in evaluating the program |
| 3. Prepare classroom materials at school or at home | 7. Participate in Parent Committees |
| 4. Volunteer to participate on the Parent Advisory Committee | |

Social Media Guidelines

It is not permitted to take pictures and videos of other children, their families and staff without their consent. We request that these images are not distributed or put online. This will help protect all members of the community.

Boundaries

We strive to have close yet professional relationships with the families that we serve. Please respect the personal boundaries of teachers and assistants by not asking "friend" or follow them on social media sites, or asking for their cell phone or home phone numbers.

Parent Advisory Committee (PAC)

Our Parent Advisory Committee (PAC) meets monthly to provide input and receive updates and information on the ECE Program and upcoming calendar items.

The function of the PAC is to:

- Provide input on activities and lesson plans.
- Discuss and solve problems that might occur during the year.
- Assist in the ongoing evaluation of the program.
- Suggest topics for parent meetings and engage in parent meeting activities.

We aim at providing opportunities for enrichment for you and the program through the Parent Advisory Committee. Your ideas and comments are most welcome. We hope that you take advantage of this opportunity and enjoy participation to the fullest.

No Cell Phone Zone

Our ECE program has a "NO Cell Phone" policy inside the centers. If you must take or make a phone call, please step outside to do so. Transitions are made easier when your child has your full attention at drop off and pick up, and your full attention allows for a clear communication between teachers and parents.



Parents Code of Conduct

Program services may be terminated for any of the following actions by parents while on school property:

- Swear, curse, or use foul language, particularly in the presence of children.
- Verbally or physically threaten or injure staff.
- Cause or threaten physical injury to another person, including other parents or children.
- Physically punish their child or any other child.
- Quarrel or argue with staff or other parents.
- Use or possess drugs, alcohol, or tobacco products.
- Use or possess weapons (knives, firearms or explosives).
- Wear inappropriate clothing, including clothing that is too revealing or shows inappropriate words or pictures. This is especially important when volunteering in the classroom.

Communication Protocol and Scheduling Meeting

If you have a question or concern about the program:

- Start with addressing concern with:
Teacher -> Specialist -> Coordinator
- One parent advocate may accompany parent (s) to a meeting. Parents should indicate if they are bringing an advocate.
- A translator will be provided if needed.

Vendors/ Fundraising/ Donations/Pictures

ECE program does not participate in school-wide fundraisings. All vendors and donations should go through the ECE office. We use the school's picture vendor approved by the LUSD Purchasing department in the Fall and Spring. All other pictures offered by the school (i.e ... pictures with Santa or Cap and Gown pictures) should be scheduled by the parent to be taken outside of class time.

Child Abuse and Neglect

California State Penal code, Chapter 435, Statutes of 1981 The ECE staff is obligated to report cases of suspected child abuse or neglect. Any staff member who fails to report an instance of child abuse which he or she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months, or by a fine of not more than a thousand dollars (\$1000), or by both.

It is the policy of the Lynwood Unified School District to comply with Child Abuse and Neglect Reporting Law at all levels and by all employees. Effective January 1, 1985, all school employees must acknowledge that they are aware of the provisions of Section 11166 of the California Penal Code.

Child abuse is defined as physical injury, sexual abuse, willful cruelty, cruel or inhuman corporal punishment or injury, or severe neglect or destitution.

Section 11166 of the California Penal code: Any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of, or observes a child in his or her professional capacity, or within the scope of his or her employment who he or she knows, or reasonably suspects, has been the victim of child abuse must report the known or suspected instance of child abuse to a child protective agency and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Child care custodian includes; teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp:

licensed daycare works; administrator of community care facilities licensed to care for children: teachers; licensed workers or licensing evaluators; public assistance workers; employees of childcare institutions including, but not limited to; foster parents; group home personnel; personnel of residential care facilities; and social workers or probation officers.

Procedure

Under the law, any employee or Lynwood Unified School District who observes or has knowledge of child abuse must proceed with the following:

- A. Report by telephone to the appropriate child protective agency. Provide the information indicated on the work-sheet.

1. In case of physical abuse, sexual abuse, and/or life threatening/endangering situations call:

The Lynwood Sheriff's Department Century Station 11703 Alameda St Lynwood, CA 90262 (323) 568-4800	AND	Child Abuse Detail Juvenile Investigation Bureau 11515 S Colima Road Whittier, CA 90604 (562) 946-8531
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2. Regarding cases of neglect or destitution:

Child Abuse Hotline
5645 Mateo Street Los Angeles, Ca
(213) 283-1960

- B. Apprise the site Administrator as soon as possible

- C. Complete Form SS 8572, Child Abuse Report

1. The reporter takes the 8572 to the program administrator who makes two copies, retains one in a confidential file, and forwards one to the central office.
2. The SS 8572 is mailed without delay by the reporter to the same agency above to which the telephone report was made.

Child abuse at a School Site

In the event of child abuse at a school site, or in a case involving an employee of the school district, such abuse must be reported immediately to the site administrator. The site administrator will inform the district office immediately upon receiving information regarding any alleged abuse involving an employee of the district. Action will be taken promptly for the purpose of complying with the law.

Section 11172 (b) of the California Penal code requires that any person who fails to report an instance of child abuse, which he or she knows exists, or reasonably should know to exist, as required by this article, is guilty of a misdemeanor and is punishable by confinement in the county jail for a term not to exceed six months or by a fine of not more than one thousand dollars (\$1,000) or by both.

Summary of Responsibilities of All District Employees

- A. All employees of the district are required by the Penal code Section 11166 to report child abuse.
- B. Reporting applies to each individual; therefore, reporting is an individual responsibility.
- C. State law requires that each certificated person who entered employment on or after January 1, 1985 prior to commencing such employment and as a prerequisite to such employment shall sign a statement indicating that he/she knows the requirement of the California child Abuse Reporting and shall comply with all its statutory provisions.
- D. District policy requires all district employees to sign a statement to the effect that they know the requirement of the reporting law and shall comply with all its statutory requirements therein.
- E. Site Administrators shall:
 - a. Discuss the content of this policy with all employees at least once a year, preferably at the beginning of each school year.
 - b. Obtain signed statements from all employees.
 - c. Maintain a confidential file/log of all cases reported.

Any questions or concerns regarding the California Child Abuse Reporting Law or the Lynwood Unified School District reporting procedures should be directed to a site administrator or the district office at (310)886-1645. Legal References: Penal Code 11165-11172 **Policy Adopted 10/86 Policy Amended 5/88**

Behavior Management

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

Our Program Rules

Children will be treated with respect
Children will use their words to express themselves
Children will respect school property
Children will follow staff's direction

Behavior Management Plan:

The process and strategies used to support the behavior management policy include:

1. Encourage positive behavior by redirection.
2. Offering acceptable behavior alternatives (choices) whenever possible.
3. Giving positive reinforcement for appropriate behavior in the form of encouragement and acknowledgement of positive actions.
4. Documenting the child's action, classroom strategies used and outcomes.
5. Enlisting parental support by informing them, both verbally and in writing, of behavior concerns and interventions used.
6. Arranging a personal conference with parents whenever necessary. Such a conference will involve establishing specific behavior goals and setting a time period for checking progress toward those goals.
7. *Schedule Adjustment*- the program coordinator, specialists and teachers may determine that an adjusted schedule (for shortened hours or different arrival time) is in the best interest of all children in the classroom.
8. Shadow Option: In lieu of removal from the program, the parent will provide a shadow for their child. If the shadow is not the parent, they must be over 18 years of age. The shadow will follow the child through their day in the program to ensure the safety of the child as well as the other children at the school.
9. If inappropriate behavior continues, the teacher will consult with the program administrator, all documentation and conference notes will be reviewed to consider the situation and collaborate on next steps to best support the child.
10. Per Ed Code Section 8489.1 (a) and (b), the program will not suspend, expel or disenroll due to behavior.



Termination of Service

Program services may be terminated for any of the following:

1. Not submitting complete medical information (immunizations records, physician's report), or other required documentation when due or when requested.
2. Failure to complete recertification and provide a completed application for services along with verifiable documentation to determine that the family/child meets the eligibility and need criteria for ongoing subsidized child development services.
3. Not paying family fees.
4. A false statement made by a parent/ guardian on any document filed for admission or recertification to the Early Childhood Education Office.
5. Repeatedly failing to complete ECE's Attendance Records properly (examples: not signing in and out of child care on a daily basis and not recording actual times). Parents will be notified if this is not happening before termination.
6. Altering or misrepresenting information on attendance records (example: child care days/ hours used)
7. Failure of parent/guardian to comply with State regulations and District policies which governs the Early Childhood Education Center Full-Day or Part-Day Preschool Programs.
8. Misuse of approved child care hours (for example, repeated late arrival or pick ups)
9. Failure of parent/guardian to maintain an accurate, current list of at least 4 people to call in case of emergency: an answering machine or blocked school number is not acceptable.
10. Failure of parent/guardian to pick their child up from school (within a reasonable amount of time) due to the child becoming ill (after receiving a phone call from the center or the office.)
11. Insults or abuse towards any teacher or staff of the school. Education Code 44811: "Every parent, guardian, or other person who upbraids, insults or abuses any teacher of the public schools in the presence or hearing of a pupil, is guilty of a misdemeanor. "
12. Child care services have been abandoned
13. Failure to abide by contract hours (4 late pick-ups) and drop offs.
14. Failure to meet or maintain eligibility.
15. The part-day program year ends.

False Statements

The making of false material statements by a parent or guardian on any document filed in connection with the admission or retention of a child in the program may result in the termination of services or criminal fraud charges, as appropriate. The state defines Child Development Client Fraud in the following way: Knowingly or intentionally making false statements or presenting any false materials or information as a means of obtaining state-funded child care services. Examples would include false statements, false documents, or failure to report changes on the application regarding need, income, or size of family. This program has an obligation as a representative of the State Department of Education to terminate services to any families found to be presenting themselves in a fraudulent manner.

Appeals Process

If you do not agree with the agency's action stated on the Notice of Action, the parent may appeal the intended action by completing the following steps:

1. Complete the appeal information that is located on the back of the Notice of Action form to request a local hearing.
2. Mail or deliver your request form to the Early Childhood Education Dept. Attn: Mrs. Courtney Gillette within 14 days of receiving the Notice of Action.
3. Within ten (10) calendar days following the agency's receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative is 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 agency will be implemented.

4. Within ten (10) calendar days following the hearing, the agency shall mail or deliver to you a written decision.
5. If you disagree with the written decision of the agency, you have 19 days from the date of the written decision to file an appeal with the California Department of Education (CDE). Your appeal to CDE must include the following documents and information:
 - a. A written statement specifying the reasons you believe the agency's decision was incorrect,
 - b. A copy of the agency's decision letter, and
 - c. A copy of both sides of the Notice of Action form. Mail your appeal to the address that is on the form.
6. Within 30 calendar days after the receipt of your appeal, the Child Development Division will issue a written decision for you and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of the CDE's decision letter.

5 CCR Section 18120(e) allows for a parent to have an authorized representative (AR) attend the hearing on behalf of or with the parent. When a parent has an AR who attends the hearing, the parent is required to attend his or her hearing.

To file an appeal, contact:

Lynwood Unified School District
Early Childhood Education
Attn: Courtney Gillette
12120 Lindbergh Ave
Lynwood, Ca 90262
310-604-3063

California Department of Education
Early Learning and Care Division
Attn: Appeals Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814

Parking

Our children's safety is always our first concern. Parking lots and driveways must not be blocked at any time. **CHILDREN MUST NOT BE LEFT UNATTENDED IN VEHICLES NOR MAY VEHICLES REMAIN ON WITH THE ENGINE RUNNING IN THE PARKING LOT, AND IN THE LOADING AND UNLOADING ZONE.** Make sure you hold your child's hand as you walk from your car to the school. Do not allow the children to run in the parking lot and in the street.



Child Car Seat Safety Law

The California Highway Patrol (CHP) advises that seat belts do not properly fit children until they weigh about 80 pounds or are 4 feet 9 inches tall. CHP takes state law a step further, recommending that children ride in a booster seat if the vehicle's seat back is higher than their ears. California's vehicle code governs children less than 8 years of age when it comes to safety seats.



Friends and Family

* Please note that children who are related to instructional staff or have a close personal relationship to instructional staff at the chosen location will be enrolled/ transferred to a different classroom (space permitting).

PARENTS' RIGHTS (LIC995)

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 childcare 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: DEPARTMENT OF SOCIAL SERVICES
Licensing Office Address: 1000 Corporate Center Dr.
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.

PERSONAL RIGHTS (LIC613A)

See Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (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 daily living functions, 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, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Licensing Office Name: DEPARTMENT OF SOCIAL SERVICES
Licensing Office Address: 1000 Corporate Center Dr.
Monterey Park, Ca 91754
Licensing Office Telephone #: 323-981-3350

District Policies

Non-Discrimination

The LUSD is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports.

Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs.

Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. To file a complaint or additional information, contact the Lynwood Unified School District Human Resources Director at 310-886-1600.

Confidentiality

All information collected from families will be held in the strictest confidence. Only information which law requires is needed for your contract, and/or which is deemed necessary to ensure program quality will be collected. The use of disclosure of information concerning enrollees and their families will be limited for purposes directly connected with the administration of the Early Childhood Education Program. This information includes:

1. Names, addresses and telephone numbers of relatives or others who can assume responsibility for the child, if for some reason the parent cannot be reached in an emergency.
2. Name, address, and telephone number of physician to be reached in an emergency.
3. Health information that includes preadmission health information, including physician's report, information on the illnesses while enrolled in the child development program and immunization records.
4. Detailed information on any accidents or injuries to the child in the center and any emergency medical attention given.

Significant information learned from observation of the child.

SEXUAL DISCRIMINATION AND SEXUAL HARASSMENT ARE PROHIBITED BY LAW

If you or someone you know at school has been a victim of sex discrimination or sexual harassment, contact your school principal or assistant principal. Your school principal or assistant principal are the designated Title IX Site Coordinator for complaints of sexual harassment.

The Title IX Site Coordinator will promptly investigate all complaints of sexual harassment in order to provide all parties concerned with equitable resolution.

Copies of Board Policy / Administrative Regulation 5150a, prohibiting student sexual harassment, are available in the principal's office and in the Student Services office.

If you have questions about your school's policies and procedures prohibiting sexual harassment, please contact the Title IX Coordinator of Student Services (310) 886-1645.

Uniform Complaint Procedures

The Governing School Board recognizes that the District has a primary responsibility for ensuring that it complies with federal and state laws and regulations and that the District shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, and seek to resolve those complaints in accordance with the procedures set out in sections 4600-4687 of the Title 5 Regulations and in accordance with the policies and procedures of the governing board. The Governing School Board designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Lynwood Unified School District
Human Resources
11321 Bullis Rd
Lynwood, CA 90262
(310) 886-1600 Ext 76457

The board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Any discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance. Complaints may be made using the standard form available at the school site or the District Office. Complaints may be anonymous. If the complainant requests a response and provides contact information, the district shall provide a response in writing to the mailing address of the complainant indicated on the complaint. If a complainant is unable to put a complaint in writing due to conditions such as literacy or other handicaps, district staff shall help him/her to file the complaint.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630)

Complaints should be filed with the appropriate compliance officer depending on the nature and scope of the complaint. The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

Step 2: Investigation and Mediation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631) Mediation does not extend the timeline for investigation and resolution of the complaint unless the complainant agrees in writing to an extension.

The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631) Mediation does not extend the timeline for investigation and resolution of the complaint unless the complainant agrees in writing to an extension.

Step 3: Response

Within 45 days from the initial filing of the complaint a written report of the resolution shall be forwarded to the complainant. If the principal makes this report, the principal shall also report the same information in the same timeframe to the district superintendent or his/her designee.

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed (Education Code 35186) All other complaints will receive a response within 60 days of receiving the complaint; the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 4 below. If a person is not satisfied with the resolution of the complaint, the person can appeal to the Governing Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the legally required time limit within which the complaint must be answered. The Board

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in written agreement with the complainant. (5 CCR 4631)

Step 4 Final Written Decisions

A written report shall be sent to the complainant within the legal time limits depending on the nature of the complaint and, upon request, to the California Department of Education (CDE). The report and the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings of fact based on the evidence gathered, conclusion of law, and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition.
3. Notice of the complainant's right to appeal the decision to the California Department of Education within 15 days, and procedures to be followed for initiating such an appeal.
4. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies.
5. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

Appeals to the State Department of Education

If an employee is disciplined as a result of the complaint, the report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

If the complainant is dissatisfied with the district's decision, including a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of section 17592.72, the complainant may appeal in writing to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. All complaints and written responses shall be public records.

Upon notification by the Superintendent of Public Instruction that an appeal has been filed pursuant to Title 5, Section 4652, and the district shall forward the following to the Superintendent:

The original complaint;

1. A copy of the District's decision;
2. A summary of the nature and extent of the investigation conducted by the district, if not covered in the District's decision;
3. A report of any action taken to resolve the complaint;
4. A copy of the District's complaint procedures; and
5. Such other relevant information as the Superintendent may require.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (Title 5, Section 4652)

The Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the 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. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of and with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622

Parent Orientations/ Admission Agreement:

Parents or Guardians will be invited to an Orientation prior to their child's start day to complete enrollment. During orientation we will go over the programs policies and procedures and we will ask parent/ guardian to sign our Admission Agreement, in which you Agree to all our policies in one document.

Addendum: Site Closures

Education, like many other professions today, is experiencing a severe shortage of workers. This is not just for teachers, but also for many other support positions that do not require a teaching credential.

In the event of severe staff and substitute shortages, it may be necessary to cancel our full and part day preschool classrooms.

Though we are always recruiting for good substitute teachers, maintaining a steady sub list can be challenging (usually subs leave for permanent jobs). Currently, we are experiencing extreme difficulty in procuring substitute teachers.

There may be days when we have reduced teacher coverage. This may, unfortunately, result in us offering a reduced number of hours for that day(s), asking parents to pick their children up early, or asking parents to keep their children home for any days that we cannot enlist sufficient teacher/sub coverage.

We will do our best to avoid this, but the limitations of staffing make it a possibility. We will notify preschool families of site cancellations within 24 hours through phone calls as well as through ParentSquare and Brightwheel Notifications.

We apologize for any inconvenience this may bring, but please be prepared in the event your child's classroom is canceled.

Added on 8/3/2023