San Pasqual Union
PreSchool

Parent Handbook

2026-2027

San Pasqual
- Union School District -

Lic 376700264

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San Pasqual Union
PreSchool

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Mission

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

Essential Guideposts

SPU Preschool implements a curriculum and policies oriented toward achieving our goal of academic achievement. It is operated in alignment with all applicable federal, state, and local policies and laws.

Instruction will utilize proven, innovative programs that are best designed to meet the needs of the students. Teachers and aides are highly trained in the best curriculum practices.

The curriculum includes a robust parent-teacher-child education component.

Children attending TK or kindergarten the following year and living within the SPU District boundaries will receive top priority. Beyond that, SPU Preschool will grant equal priority to all children based on completed applications and availability.

Curriculum

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

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

Class Times and Tuition

San Pasqual Union Preschool will offer six class times. Tuition payments are due on the 1st of each month from September through June. There is a non-refundable registration fee of $100 per child, paid via the Brightwheel App. Registration payment is required in order to save your child's spot. A $40 fee will hold the child's slot for returning students for the next school year.

Session and Monthly Tuition for September-May

- 5 days M-F: 8:00-12:00 ($632)
- 5 days MTWF: 8:00-3:00 Th: 8:00-1:30 ($770)
- 3 days MWF: 8:00-12:00 ($385)
- 3 days MWF: 8:00-3:00 ($495)
- 2 days TTh: 8:00-12:00 ($264)
- 2 days T: 8:00-3:00 Th: 8:00-1:30 ($330)

Session and Monthly Tuition for August** and June

- 5 days M-F: 8:00-12:00 ($253)
- 5 days MTWF: 8:00-3:00 Th: 8:00-1:30 ($308)
- 3 days MWF: 8:00-12:00 ($154)
- 3 days MWF: 8:00-3:00 ($198)
- 2 days TTh: 8:00-12:00 ($106)
- 2 days T: 8:00-3:00 Th: 8:00-1:30 ($132)

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

Tuition and Fees

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

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

Returned Checks:

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

Registration Requirements

Program Qualifications

- Age – The child must be between 3 and 4 years.
- The child must be independently toilet trained. (The child can handle all toileting needs and procedures without adult assistance.)
- Priority is given to children attending TK or Kindergarten the following year

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

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

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

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

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

To complete the enrollment process:

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

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

Required for Admission:

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

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

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

Policies and Procedures

Back to School Night

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

Attendance

Children enrolled in SPU Preschool classes are expected to maintain regular attendance. If your child is absent, please call 760-270-9270 or send us an email to notify us of the reason for the absence.

Toileting Procedures

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

Sign-in/Sign-out Procedures- *(Procedures will be modified to comply with Local Health accommodations)*

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

- **Sign-In**: When students arrive at SPU Preschool, **parents must sign in their child**. The sign-in sheet will be located at the front door.
- **Sign-Out**: When picking up children at the end of the day, parents must also **sign their child out** in the same book.

Pick-Up Times and Late Fees

Half-Day Students:

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

Full-Day Students:

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

Health Requirements

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

Medication

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

Emergency and Health Information

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

Injury and Illness Procedures

If an injury occurs during preschool, the child will be escorted to the health clerk's office and parents will be notified immediately.

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

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

Leaving School during the Day

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

Food Program

All students attending SPU Preschool as an extended-day may bring their lunch from home. Otherwise, the SPUSD lunch program provides a hot lunch for $4.50 daily. A lunch menu will be posted in the classroom at the beginning of each month. Every child will be served a snack mid-morning.

Napping Responsibilities

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

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

Dress Code

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

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

Parent/Family Involvement

Parents volunteering in the classroom must complete the visitor/volunteer packet at the front office. The application consists of the application, code of conduct, background check, and vaccines (which include the flu, pertussis, and measles vaccines). Please pick up an informational packet from the Front Office.

Field Trips

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

Our Approach to Behavior and Expectations

At San Pasqual Union Preschool, we believe that every child deserves to be part of a positive and nurturing learning experience. To help make this possible, we encourage each child to take part in creating a respectful and caring classroom environment.

We understand that young children are still learning how to manage their emotions, express themselves, and interact with others. That's why our teachers use consistent routines and set clear, age-appropriate expectations. This gentle guidance helps children build important life skills like self-control, confidence, and respect for others.

Preschool is a wonderful time to begin developing these lifelong habits, and we're here to support every child on that journey.

We also value the partnership we share with families. Your support plays an important role in helping us create a warm, respectful, and safe space where all children can grow and thrive. Together, we can build a positive foundation for learning and friendship.

Rights and Responsibilities: Working Together

At our preschool, we believe that a caring and respectful environment helps every child feel safe, valued, and ready to learn. Creating this kind of environment is a shared effort between students, teachers, and families. When we all work together, we build a strong foundation for success, both in school and beyond.

Our Students Will Learn To SOAR:

- **Safe**: Use good judgment and think before they act. *If something could hurt them or someone else, they'll learn to pause and choose a safer option.*
- **On Task**: Follow directions from all trusted adults at school.
- **Accepting:** Speak kindly to others and show care for their feelings.
- **Respectful:** Treat everyone—classmates, teachers, and staff—with respect and kindness. Keep hands, feet, and personal belongings to oneself.
- **Responsible:** Take care of classroom materials, school spaces, and each other's belongings. Make choices that help create a positive learning environment for everyone.

Our Teachers Will:

- Clearly teach and review our behavior expectations and classroom routines.
- Use positive, respectful strategies when addressing behavior.
- Follow a consistent approach when rules are not followed, always aiming to guide and support.
- Celebrate and encourage positive behavior through praise, recognition, and reinforcement.
- Collaborate with families, teachers, and children to support positive behavior.
- Reach out to parents when behavior becomes a concern to work together on next steps.

Our Parents and Families Will:

- Review behavior guidelines and classroom expectations with their child.
- Partner with teachers in conferences to support their child's development.
- Follow through on any helpful recommendations from school staff to support learning and behavior.
- Stay informed about their child's growth, behavior, and progress.

Guidance and Support for Behavior

At our preschool, we understand that learning appropriate behavior is part of a child's early development. When challenges arise, our goal is to guide children with kindness and consistency, helping them make better choices while feeling safe and supported.

Here's how we respond when behavior becomes disruptive or unsafe:

1. **Gentle Reminders**
   Children are first given a verbal reminder about expectations and appropriate choices.
2. **Time to Reflect**
   If needed, the child may be briefly removed from an activity or the playground for a calm conversation with the teacher. Together, they'll talk about what happened, review expectations, and explore better ways to handle similar situations.
3. **Further Support**
   If a behavior continues and becomes unsafe or very disruptive, the child may spend some quiet time away from the group and speak with a school administrator to help process the situation.
4. **Parent Communication**
   Parents will be contacted to discuss the behavior and work together with the teacher to support the child's growth.
5. **Team Meeting**
   A conference with the preschool teacher, and when needed, other school support staff (such as the principal, assistant principal, school counselor, or psychologist), may be arranged. This meeting allows us to create a plan tailored to the child's needs. Parents are valued partners in this process, and we'll work as a team to help the child succeed.
6. **Safety First**
   If a child's behavior poses a serious safety concern to themselves or others, and multiple interventions have not been successful, a temporary suspension may be necessary.
7. **When Challenges Continue**
   In rare cases, if dangerous or highly disruptive behavior persists and significantly affects the learning environment, the child may need to be withdrawn from the program.

Our goal is always to support your child with care and compassion, working closely with you to help them learn, grow, and thrive

Best Interests of the Child

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

School Schedule

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

Stay Connected

The SPUSD website is an important resource for families and serves as the primary source of school and district information throughout the year. Families are encouraged to visit the website regularly for the most current information regarding school calendars, schedules, events, announcements, forms, lunch menus, district policies, Board meetings, and other important resources.

We also encourage families to monitor communications sent through Brightwheel, email, phone messages, and text notifications to stay informed about classroom and school activities.

Thank you for partnering with us to support your child's growth, learning, and success. We look forward to a wonderful year at San Pasqual Union Preschool!

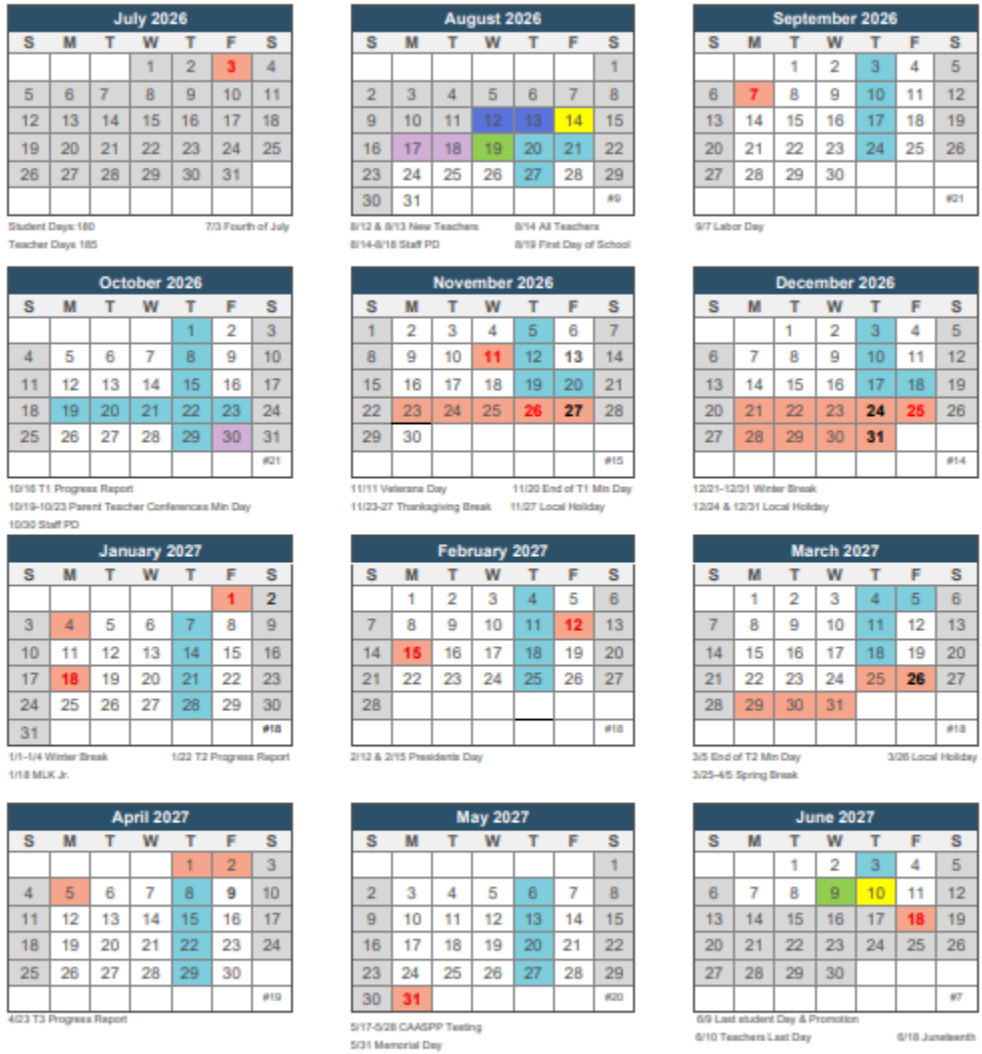
San Pasqual Union School District
15305 Rockwood Road
Escondido, CA 92027
Phone: (760) 745-4931
Website: www.sanpasqualunion.net

2026-2027 CALENDAR

San Pasqual Union School District Calendar

Approved 6/24/2026

2026 to 2027



July 2026

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

Student Days: 180
Teacher Days: 185
7/3 Fourth of July

August 2026

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

8/12 & 8/13 New Teachers
8/14-8/18 Staff PD
8/14 All Teachers
8/19 First Day of School

September 2026

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

9/7 Labor Day

October 2026

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

10/16 T1 Progress Report
10/19-10/23 Parent Teacher Conferences Min Day
10/30 Staff PD

November 2026

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

11/11 Veterans Day
11/23-27 Thanksgiving Break
11/20 End of T1 Min Day
11/27 Local Holiday

December 2026

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

12/21-12/31 Winter Break
12/24 & 12/31 Local Holiday

January 2027

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

1/1-1/4 Winter Break
1/18 MLK Jr.
1/22 T2 Progress Report

February 2027

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

2/12 & 2/15 Presidents Day

March 2027

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

3/5 End of T2 Min Day
3/25-4/5 Spring Break
3/26 Local Holiday

April 2027

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

4/23 T3 Progress Report

May 2027

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

5/17-5/28 CAASPP Testing
5/31 Memorial Day

June 2027

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

6/9 Last student Day & Promotion
6/10 Teachers Last Day
6/18 Juneteenth

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

Holidays 2026/2027

July 3- Independence Day	Nov 26 & 27- Thanksgiving	Jan 18- MLK, Jr.	May 31-Memorial Day
Sept 7-Labor Day	Dec 24 & 25- Christmas Day	Feb 12 & 15 -Presidents Day	June 18- Juneteenth
Nov 11-Veterans Day	Jan 1 & 4-New Year's Day	March 26 -Local Holiday	

Mission Agreement

- I understand this agreement is between SPU Preschool and myself for the 2026-2027 school year. My child/children will receive preschool services by qualified staff on the San Pasqual Union Elementary School campus.

- I have received the Parent Handbook document listing rights, responsibilities, and procedures by SPU Preschool.

- I understand any changes made to the Parent Handbook or tuition schedule will be made in writing. The changes will take effect 30 days after notification to the families.

- I understand August tuition is due on or before the first day of school. Other tuition payments are due on the 1st of the month, September through June. If payments are not made on time, late fees will be incurred as listed in the Parent Handbook.

- I understand a representative of Community Care Licensing has the authority to interview staff, children, and parents without prior consent. This representative also has the authority to review the children's records.

- I will submit in writing to the teacher a letter requesting termination of services if needed. The request needs to be submitted 2 weeks in advance.

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

_____ _____

SIGNATURE OF PARENT OR GUARDIAN **DATE**

_____ _____

PLEASE PRINT FIRST AND LAST NAME OF STUDENT **PROGRAM ENROLLED IN**