Parent Handbook

2026-2027

Palm Springs Unified School District

Early Childhood Education Programs

Welcome to State Preschool!

Dear Parent/s and Guardians:

Congratulations on enrolling your child in the California State Preschool Program. This is an exciting time for your family! I am sure that you have many questions. This booklet has been prepared to familiarize you with the operation of our programs as well as answer your questions.

Our goal is to provide a program that is challenging and supportive. Young children need a nurturing environment that allows them to explore, question and create without fear of failure or criticism. The staff nurtures each child's self-confidence and problem-solving skills. Children in the Palm Springs Unified School District's Early Childhood Education Program develop a positive attitude toward school and leave prepared for school.

Parents have unlimited access to their child while they are in our care. I encourage you to volunteer in your child's classroom. It is a rewarding experience. It is my goal that we work together to give your child the best experience possible.

A Parent Bulletin Board is located in each classroom. Check the parent board on a regular basis for new information and communications. Notes may also be attached to your child's sign-in card or may be written on the classroom parent boards.

Each month a parent calendar and menu are sent home. The calendar and menu contain important information and dates.

We look forward to working with you and your child. Welcome to Early Childhood Education!

Sincerely,

Early Childhood Education Administration

General Information **3**
Sites
Glossary of Terms
Early Childhood Education Overview
Mission Statements
Program Goals

State/District Policies and Procedures **8**
Confidentiality
Nondiscrimination Statement
Uniform Complaint Procedure
Children with Disabilities
Religious Worship
Vehicles Subject to Search
Personal Rights
Parents Rights
Admission Agreements

Eligibility and Enrollment for State Programs **16**
Fraud

Parent Contract and Program Rules **17**
Siblings in the Classroom
School Volunteer Policy
Causes from Termination from ECE Programs
Arrival and Departure
Late Policy
Parent Involvement
Holidays/No Classes
Sign-in Cards
State Preschool Attendance Policy
ECE Daily Classroom Program and Curriculum
Play Equipment
Toys from Home
Food in the Classroom
Celebrations
Clothing
Jewelry
Discipline
Child Abuse/Neglect
Transition to Kindergarten

Health **30**
Health Checks
Illness/Injury
Allergies
Medications

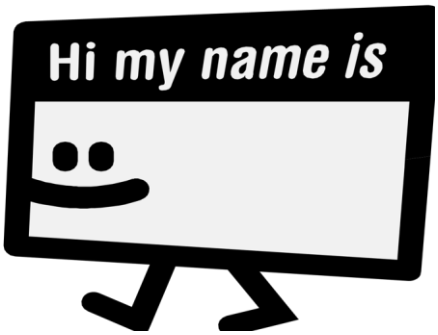
Safety **33**
Pedestrian Safety
Car Seat Safety
Parking Safety

PALM SPRINGS UNIFIED SCHOOL DISTRICT
EARLY CHILDHOOD EDUCATION PROGRAMS

GENERAL INFORMATION

ECE OFFICE - GENERAL INFORMATION

150 District Center Drive
Palm Springs, CA, 92264
Telephone: (760) 863-2703 Ext. 1



MANAGEMENT TEAM

Linda Rodriguez, Early Childhood Education Director
Vacant, Early Childhood Education Coordinator

SUPPORT STAFF

Ramona Ryberg, Teacher on Special Assignment Sharon Bua, Teacher on Special Assignment

Anabel Teran ECE Administrative Secretary

Samira Aguilera, Office Technician
Luis Monroy, Office Technician
Rosa Hernandez, Office Technician
Erica Kniffen, Office Technician
Marina Melero, Office Technician

Luz Benitez, School/Community Liaison
Ermine Teran, School/Community Liaison

Marianna Viazcan, School/Community Liaison

Sarah Burford, Nurse

CALIFORNIA STATE PRESCHOOL PROGRAM SITES

Cabot Yerxa 67067 Desert View Ave, Desert Hot Springs, CA 92240	(760) 251-2223 Extension 8
Della S. Lindley 31495 Robert Road Thousand Palms, CA 92276	(760) 343-7575
Landau 30-130 Landau Blvd. Cathedral City, CA 92234	(760) 770-8600
Sunny Sands 69-310 McCallum Way Cathedral City, CA 92234	(760) 324-9521
Two Bunch Palms # 1 14-250 West Drive Desert Hot Springs, CA 92240	(760) 329-9013

GLOSSARY OF TERMS

ECE:	Early Childhood Education
Non-Subsidized:	Families who do not meet the Federal and State income guidelines and are paying a full fee
Subsidized:	Families who meet the Federal and State income guidelines and are not paying a fee. Income is verified for these families
PAC:	Parent Advisory Committee
PSUSD:	Palm Springs Unified School District
RCOE:	Riverside County Office of Education
SPC:	Site Parent Committee
CDD:	Child Development Division
CSPP:	California State Preschool Program

EARLY CHILDHOOD EDUCATION PROGRAMS

OVERVIEW

Palm Springs Unified School District (PSUSD) offers a multitude of Early Childhood Education (ECE) Programs that serve families within the District. PSUSD includes Palm Springs, Palm Desert, Desert Hot Springs, Cathedral City, Rancho Mirage, Thousand Palms, and the unincorporated area of Sky Valley.

The ECE Program is made possible through the approval and support of the Palm Springs Unified School District's Board Members and Administrators. The ECE Program collaborates with the Riverside County Office of Education and the California State Department of Education, to provide support for preschool children in PSUSD.

California State Preschool is one of the programs offered through PSUSD:

CALIFORNIA STATE PRESCHOOL PROGRAM – This State funded preschool program serves children from low-income families who are three and four years of age on or before September 1st. The family's income must meet State requirements. Part-day classes operate five days per week. Effective July 1, 2014, there is no fee for part day state preschool.

MISSION STATEMENTS

PSUSD MISSION STATEMENT

Students will graduate from high school prepared and motivated to succeed in their chosen career and higher education, ultimately contributing to the common good.

ECE Programs Mission Statement

The dedicated staff of the ECE Programs in conjunction with the district will partner with its students, their families and the community to provide each entity with integrated services that promote the most appropriate educational and social service opportunities. Implementation will be done in a safe, secure, healthy, nurturing environment so all individuals achieve their full potential as contributing members of the community.

Support Staff Vision

As the ECE Support Staff, we ensure that families are enrolled, classrooms are maintained, and instructional staff needs are met in order to provide a safe and nurturing environment so all families and children can reach their full potential as they transition out of the ECE Programs.

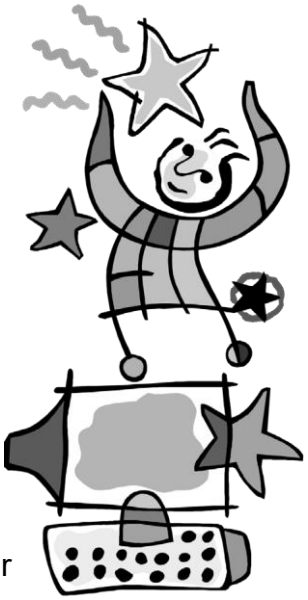
ECE Program Philosophy

Our philosophy is to provide a program that offers a challenging and supportive environment where children can explore, question and create without fear of failure or criticism. The staff is to nurture each child's self-confidence and problem-solving skills. Children in the Palm Springs Unified School District's Early Childhood Education Program develop a positive attitude toward school and leave prepared for kindergarten.

Beliefs:

- Students and their future are at the core of every decision.
- Individual potential is reached through relevant, rigorous educational experiences with positive relationships.
- Lifelong success requires lifelong learning.
- Good decisions result from collaboration with stakeholders.
- Respecting the diversity of others is essential to a healthy community.
- Civil Rights are fragile, necessitate protection and are balanced with accountability and responsibility.
- Learning occurs best in environments characterized by safety and managed by high expectations.
- Different learning styles require a wide variety of teaching techniques.
- Good Governance is characterized by fair treatment of all stakeholders, transparency and all financial stewardship of all resources.
- An effective, qualified staff, highly trained and supported, is fundamental to the district's success.

PROGRAM GOALS



The goals of the ECE Programs are:

1) To provide a happy, healthy and safe environment.
2) To provide stimulating experiences that promote mental, physical, social and emotional growth.
3) To provide early identification of children with special needs.
4) To provide resources for parents to improve parenting skills.

When these goals are implemented:

1) The children enrolled in the program are more successful in their school and home environment.
2) The parents become more effective and improve the quality of their lives and the lives of their children.
3) The community benefits because families and children have the resources needed to be successful.

PSUSD SCHOOL READINESS GOALS

Language and Literacy refers to the knowledge and skills that lay the foundation for reading and writing. This is an important area for success in school.

The State Preschool Program of the Palm Springs Unified School District has identified a goal to help children be prepared to read.

Our goal is **"*Children will increase their awareness of sounds that make up language.*"**

Each month the ECE Parent Activity Calendar will contain information about things that you can do at home to support your child to achieve this goal. The monthly site parent meetings will include additional activities for you to do at home.

Logic and Reasoning refers to thinking critically and solving problems. This helps children to use information to understand the world around them.

The State Preschool Program of the Palm Springs Unified School District has identified a goal to help children be prepared to think critically and solve problems.

Our goal is: **"Children will increase their ability to reason logically, think critically, and use strategies to solve challenging problems."**

The monthly ECE Parent Activity Calendar will include an idea for a critical thinking activity to be implemented at home. The monthly site parent meeting will include a "High Five Mathematize" activity.

FEDERAL, STATE AND DISTRICT POLICIES AND PROCEDURES

CONFIDENTIALITY

Confidentiality, trust and respect are highly valued by our program.
We ask members of our staff and all parents to honor these attributes.
All information is held in strictest confidence.

IMPORTANT GENERAL INFORMATION

Emergency Procedures:
In the event of a disaster, ECE Program staff will remain with the children until parents or authorized person, 18 years and older, can pick up their child from the center. Children will not be released to anyone whose name is not on the Emergency Card. It is important that parents make every effort to pick up their child as soon as possible. Also, parents are requested not to call the center, staff will be caring for the children and phone lines must remain open for emergency personnel. **Emergency cards must be kept current for all children enrolled in the programs.**

Enrollment Documents:
Please keep all copies of forms given to you at enrollment and at the parent orientation in a convenient place at home and use them for reference.

Questions about your child's progress:
The classroom teacher welcomes questions from parents. Each ECE classroom has at least one Spanish speaking staff member. If the teacher is not available, please leave a message and the teacher will contact you.

Funding and Staffing:
State and Federal funds are used to operate the programs. PSUSD supports the program with an allotment of Federal Title 1 dollars. Funds are also provided by the California State Department of Education, and the Administration for Children and Families. The program operates under the direction of the District. All staff are District employees.

Staff Qualifications:
Each classroom has a fully qualified teacher who possesses, at a minimum, a bachelor's degree and a Child Development Site Supervisor Permit issued by the California Commission on Teacher Credentialing. Paraprofessionals possess, at a minimum, a Child Development Associate Teacher Permit, issued by the California Commission on Teacher Credentialing. These permits authorize holders to work in the care and instruction of children in a childcare and development center

FEDERAL, STATE AND DISTRICT POLICIES AND PROCEDURES

NONDISCRIMINATION STATEMENT

No person shall on the basis of sex, race, national origin, or non-limiting handicapped conditions be excluded from participation in or be denied the benefits of or be subjected to discrimination under any education program offered by Palm Springs Unified School District. Programs offered by the District include a variety of vocational education programs, including those in the areas of Business, Consumer Home Economics and Technical/Industrial. There are no special admission requirements for these programs except to progress sequentially from level to level. Lack of English language skills will not be a barrier to admission and participation in vocational education programs. Listed below are the District's Compliance Officers:

Antonia Hunt Ed. D. Title IX Coordinator and Equity and Compliance Officer
150 District Center Drive
Palm Springs, CA 92264
Phone: (760) 883-2703

SECTION 504 (Nondiscrimination on the Basis of Handicapped)
Laura Meusel
Executive Director, Student Support Services
150 District Center Drive
Palm Springs, CA 92264
Phone: (760) 883-2703

The Early Childhood Education Programs do not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which children are served.

FEDERAL, STATE AND DISTRICT POLICIES AND PROCEDURES

UNIFORM COMPLAINT PROCEDURES

Palm Springs Unified School District

2026-2027 School Year

NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties.

The Palm Springs Unified School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website.

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act
- Local control and Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School site Councils
- State Preschool
- State preschool Health and Safety issues in LEA's Exempt from Licensing
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

Filing a UCP Complaint

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Contact Information Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints

NAME/TITLE:	Antonia Hunt Ed. D. Title IX Coordinator and Equity and Compliance Officer
OFFICE:	Office of Title IX and Compliance
ADDRESS:	150 District Center Drive, Palm Springs, California 92264
TELEPHONE:	760-883-2703
EMAIL ADDRESS:	ahunt@psusd.us

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in Palm Springs Unified School District. Responsibilities of the Palm Springs Unified School District

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the California Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in Palm Springs Unified School District.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code (HSC)
In order to identify appropriate subjects of state preschool health and safety issues pursuant to section 1596.7925 of the California Health and Safety Code (HSC) a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

FEDERAL, STATE AND DISTRICT POLICIES AND PROCEDURES

A pupil fees complaint is filed with the Palm Springs Unified School District and/or the principal of a school. Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his designee.

Complaints will be investigated, and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but are not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws if applicable.

A copy of the Palm Springs Unified School District's complaint policies and procedures is available free of charge.

CHILDREN WITH DISABILITIES

Children with disabilities, as defined by the Americans with Disabilities Act (ADA), are welcomed to enroll into the ECE Programs. The ECE Programs understand the requirements of ADA and will make reasonable accommodations and implementations for children. (Public Law 101-336, 104 Stat. 327 ADA of 1990, 42 U.S.C. Sections 12101 et seq. (2000), Title 5 Section 4900 et seq.)

RELIGIOUS WORSHIP

The Palm Springs Unified School District's Early Childhood Programs refrains from religious instruction or worship in ALL classrooms governed by the District.
(Constitution of California, Article XVI, Sec. 5; CPM, VI-CD 15)

VEHICLES SUBJECT TO SEARCH

BY ENTERING THE SCHOOL DISTRICT PROPERTY, THE PERSON DRIVING ANY VEHICLE IS DEEMED TO CONSENT TO COMPLETE SEARCH OF THE VEHICLE, ALL ITS COMPARTMENTS AND CONTENTS, BY SCHOOL OFFICIALS OR LAW ENFORCEMENT PERSONNEL, FOR ANY REASON WHATSOEVER. THIS NOTICE APPLIES TO ALL VEHICLES OF ANY TYPE AND IS IN FORCE 24 HOURS A DAY. DVD 21113(A)

PERSONAL RIGHTS
COMMUNITY CARE FACILITIES AND CHILD DAY CARE FACILITIES

Regulations in Title 22, California Administrative Code, require that persons admitted to a facility (or their representative) must be advised of their personal rights.

101223 PERSONAL RIGHTS

(a) The licensee shall ensure that each child is accorded the following personal rights:

(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 functions of daily living 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 informed, by the licensee of the law regarding complaints including, but not limited to, information on confidentiality and the address and telephone number of the Department's complaint unit.

(5) To be free to attend religious services or activities of his/her choice.

(A) Attendance at religious services in or outside of the center shall be voluntary. The child's authorized representative shall make decisions about the child's attendance at religious services.

(6) Not to be locked in any room, building or center premises by day or night.

(A) The licensee is not prohibited by this provision from locking exterior doors and windows or from establishing rules for the protection of children provided the children are able to exit the center.

(B) The licensee shall obtain prior approval from the Department to utilize means other than those specified in (A) above for securing exterior doors and windows.

(7) Not to be placed in any restraining device. Postural supports may be used as specified in Section 1012223.1.

(8) To receive or reject medical care, or health-related services, except for minors for whom a guardian, conservator or other legal authority has been appointed.

(b) The center shall inform each child's authorized representative of the rights specified in (a)(1) through (8) above.

PERSONAL RIGHTS (Cont'd)

(1) The center shall give each authorized representative a copy of the Personal Rights form (LIC 613A).

(A) Each authorized representative shall be asked to sign and date the acknowledgment-of-receipt statement. This documentation shall be kept in the child's file.

(2) The center shall post a copy of the LIC 613A in a prominent, publicly accessible area in the center.

(c) The licensee shall ensure that each child is accorded the personal rights specified in this section.

THE PARENT HAS THE RIGHT TO BE INFORMED OF THE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS. CLIENTS SHOULD CONTACT THE AGENCY STATED BELOW.

Name: Inland Empire Child Care-Community Care Licensing
Address: 3737 Main Street, Suite 700
City, Zip Code: Riverside, CA 92501
Telephone: (951) 782-4202

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS
PARENTS' RIGHTS

As a parent/authorized representative, you have the right to:

1. Enter and inspect the childcare 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 childcare 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 childcare 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.

ADMISSION AGREEMENTS

Palm Springs Unified School District preschool centers are licensed by the Department of Social Services, Community Care Licensing. Community Care Licensing has the responsibility and authority to enforce the regulations as stipulated within Title 22. Pursuant to Title 22, Sections 101200 (b) and (c) - INSPECTION AUTHORITY.

101200 (b) and (c) INSPECTION AUTHORITY

- *The Department has inspection authority to enter and inspect a facility without advance notice.*
- *The Department has the authority to interview children or staff, and to inspect and audit child or Child Care Center records, without prior consent.*

101219(b)(6) ADMISSION AGREEMENTS

- *Title 22 states that Admission Agreements shall specify the right of the Department to perform the duties authorized in Sections 101200(b) and (c),*

ELIGIBILITY AND ENROLLMENT FOR STATE PROGRAMS

The parent or legal guardian must complete an Eligibility Form and provide child's birth certificate, immunization record, current physical exam, and proof of income in order to be placed on the "Eligibility List". Please note, this does not guarantee placement. Priority of enrollment is based on income and **NOT** on a "first come first serve" basis. Prior to enrollment, it is strongly suggested that parents observe the program, meet the staff and make the decision that the program is going to meet with his/her approval.

ENROLLMENT

The parent or legal guardian must complete an application at the ECE Program Office. All details on the application and other documents in the child's file concerning the family or the child enrolled are strictly confidential.

For State programs, the parent must bring **two months of the most recent consecutive payroll stubs** for each working adult living in the home. Immunization records, birth certificates for all children living in the home under 18 years of age, and medical card (s) for the enrolled child are required. If applicable, copies of Notice of Action for CalWORKs or Passport to Services must be produced.

Self-employed parents must provide proof of clients and of employees as well as a profit and loss statement or business records that verify monthly income. In addition, supporting documentation for income and expenses is required.

RECRUITMENT, ELIGIBILITY AND ENROLLMENT PROCESS

Recruitment forms are available **throughout the year** for parents interested in the California State Preschool Program for their child at all sites and at the ECE Office.

In April of each year, Recruitment Notices about our Program are sent to all elementary school families. Recruitment forms are screened. Parents are then notified to bring in necessary documentation to verify eligibility.

After verification by staff, applications are ranked according to priority of enrollment for any of the ECE Programs. Families who do not meet our guidelines receive letters of regret.

Parents of children selected for enrollment are notified by mail or phone to complete the application process by setting up appointments with ECE Staff. An eligibility list is kept of eligible children for whom there are no available slots.

June/July/August - Staff will enroll eligible children for all ECE Preschool Programs.

California State Preschool Program-Part Day
Eligibility/Admission Priorities

1. Child Protective Services
2. Children with Disability
3. Eligible children not in TK
4. Families up to 15% above income threshold
5. Neighborhood School Boundaries

FRAUD

As of July 1994, State and Federal funded Child Development Programs must make reasonable effort to recover costs of services from individuals who provide fraudulent and/or deceitful information regarding their eligibility for Head Start or child development services.

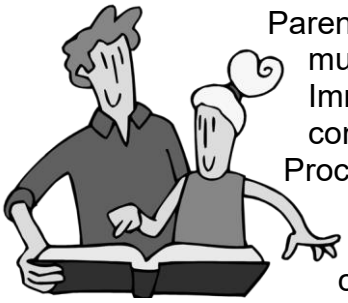
If enrollment was gained by providing the District with fraudulent information the evidence will be turned over to the District Attorney's Office. If fraud is to be evident by the Palm Springs Unified School District ECE Programs, it can be determined that services are no longer to be provided.

PARENT CONTRACT AND PROGRAM RULES

SIBLINGS IN THE CLASSROOMS

To maintain mandated adult/child ratios parents/guardians that volunteer or observe in an ECE Program classroom may **not** bring other children with them (Title 5, section 18290(c) . Please make alternative childcare arrangements for other children so you can give all of your attention to the child enrolled.

PARENT VOLUNTEERS



Parents are encouraged to participate in their child's classroom. Parents must have proof of negative TB test on file in the classroom. Immunizations required as well. (Please see below for information concerning the PSUSD Volunteer Procedure.)

Parents have unlimited access to their child while they are in our care. Access is denied if a court issues a restraint order. If an order exists, a copy of the restraint must be on file at the ECE Office, in your child's classroom, and at the local Police/Sheriff Department.

Volunteer Interest Notice

THANK YOU for choosing to serve the students of Palm Springs Unified School District. Volunteers play a very important role in providing enrichment opportunities and extra attention that enhances the educational experience of our students.
Your support is invaluable.

Palm Springs Unified School District

To become a ECE Volunteer, here's what you will need to do:

1. Review the Non Supervisory Requirements
   - **Non-Supervisory** – A volunteer that is **never** left alone with students

2. **COMPLETE ONLINE VOLUNTEER APPLICATION. The website is**
   http://volunteers.psusd.us
   Non-Supervisory Volunteer Application Process
3. Copy of current U.S. Identification is required and uploaded on Application
4. Complete Mandated Reporter Training (Send copy of Mandated Reporter Certificate of Completion to Human Resources)
5. **Early Childhood Volunteers Only: Provide copies of immunizations against Pertussis (Whooping Cough), Measles, and Influenza to Human Resources**

PARENT CONTRACT AND PROGRAM RULES

CAUSES FOR TERMINATION FROM ECE PROGRAMS

- For the safety and emotional well-being of all children, staff, and other parents, abusive behavior – yelling, demeaning comments, threatening remarks or physical abuse to any child (including your own) staff, or other parent – **may be** grounds for immediate termination.
- Failure to abide by Parent Contract and Program Rules

Arrival and Departure

It is very important to bring and pick up your child according to the Center's operating hours.

Please notify ECE classroom teachers for both Am and PM schedules if your child will not be in attendance.

Each child must be signed in at the beginning of class and signed out at the end of each class at time of arrival.

It is important that children arrive on time for preschool, we want to ensure that they access the wonderful program activities planned

LATE POLICY

It is important to follow the posted hours of operation. The program acknowledges that there are times when emergencies arise. You must make other arrangements so that your child will be picked up promptly by an adult who is on the emergency card and is 18 years of age or older. It is also critical that you communicate with your child's teacher in advance as to the arrangements.

Please note that the parent is called when a child is not picked up by **10 minutes** past the end of class. If the parent does not answer, the individuals listed on the emergency card will be called. If there is no answer at the emergency numbers, the teacher waits until it is 30 minutes past the end of class and then calls an ECE administrator for the next step. This could include waiting an additional amount time (e.g., 15 minutes) or calling the police/sheriff. The ECE administrator will authorize this type of call. The child is now considered as "abandoned". The police or sheriff will instruct you as what to do next. If they are unable to assist, Child Protective Services will be contacted. The teacher will remain with the child during this process.

The following are specific rules and procedures regarding **late drop off or pick up** of children:

1. When a child is tardy **(at drop off or at pick up)** the first time will be a verbal warning then if the tardiness continues after the warning the **next three times** you will be issued a late notice. The teacher will schedule a conference with the parent. This conference will include a review of the **Late Policy**. A copy of the late notice will be sent to the ECE Office and placed in the child's file.

2. **If the child continues to be late at drop off or pick up for three ADDITIONAL times a site conference will be held with the parent, teacher, and the ECE Coordinator. A plan of action will be discussed to resolve the problem.**

PARENT CONTRACT AND PROGRAM RULES
(Cont'd)

PARENT INVOLVEMENT

Communication

Parents/Guardians are provided an orientation to the program. The orientation for parents includes topics such as program philosophy, program goals and objectives, volunteer opportunities, due process procedures and program activities, as well as the importance of confidentiality.

Parent-Teacher Conference

This is an opportunity to discuss skills that your child demonstrates during class and establish future goals for your child. Conferences are scheduled during the school year. Parents and staff will work together to set realistic goals for future success.

Parent Program Activities and Services

The program activities and services meet cultural, linguistic, and other special needs of families being served. The program addresses the needs of limited and non-English speaking parents by providing materials and written information and oral translation in the native language of the families.

Parent Meetings

As the parent/legal guardian of an enrolled child, there is a variety of opportunities for you to participate on Parent Committees. Parent Advisory Committee (PAC) is composed of one representative from each CSPP site. Meetings operate in accordance with the California State Preschool Program guidelines. Meetings are held four times per year. The purpose of PAC is to advise the program on issues related to services to families and children. All parents/legal guardians are welcome at all meetings.

Parent Education

The programs offer many great parent education trainings, topics include: Nutrition, Parenting, Child Development, Transitions, Pedestrian Safety, early literacy for School Success, Stress, Discipline, Child Abuse, and other areas of interest to parents and staff. Parents are encouraged to attend the trainings.

PARENT CONTRACT AND PROGRAM RULES
(Cont'd)

HOLIDAYS/NO CLASSES

Labor Day
Veteran's Day
Thanksgiving Recess
Designated Winter Recess Days
Martin Luther King's Birthday
Lincoln's Birthday
President's Day
Designated Spring Recess Days
Memorial Day
Fourth of July

Staff In-service days – Occasionally the centers will be closed for staff trainings. Parents will be notified of the dates in a timely manner.

A calendar will be given to all parents at Parent Orientation. **Please** keep this calendar posted for reference.

SIGN-IN CARDS

According to State law, children must be signed in and out each day by an adult who is at least 18 years of age. At the end of the month, the contracted parent or guardian must sign the bottom of the Sign-In Card to verify all information.

If your child is absent, please fill in the reason for the absence the day your child returns to the classroom. Please state whether the absence is due to illness (and indicate if the illness was for the student or other family member), appointments or if the child was with a relative.

Children must be picked up by an adult who is at least 18 years of age. ECE staff will not release any child to anyone **under 18 years of age and/or whose name does not appear on the child's emergency card. A copy of photo ID will be kept on file at the site for those individuals whose names are on the Emergency Card.**

Children must be signed in and out daily. At time of arrival and again at time of departure.

Restraining Orders: A child will be released to a parent unless there is a **current** restraining order that has been served to the parent listed on the restraining order, is on file at the site and at the local Police/Sheriff Department. The law does not permit the staff to withhold a child from a parent without the proper court papers.

SAMPLE MUESTRA

RIVERSIDE COUNTY OFFICE OF EDUCATION
Division of Children and Family Services
HEAD START-STATE PRESCHOOL

___ Head Start
X State Preschool
X AM ___ PM

Sign-In Card

(Print or type/use ink)
Name of Child: Alexis Smith

Delegate Agency: Palm Springs Unified School District

Teacher: Sonya Martinez

Site Name:

Parent(s) or Legal Guardian(s) Name: David & Sandra Smith

Month: **April** **2011**

Date	Time In	Parent's Signature	Time Out	Parent's Signature	Time Out	Provider's Initals	Time In	Provider's Initials
4/1	8:00	Sandra Smith	11:30	Sandra Smith				
4/4	8:00	Sandra Smith	11:31	Sandra Smith				
4/5	8:01	Sandra Smith	11:29	Sandra Smith				
4/6	8:00	David Smith	11:27	David Smith	9:30	E.F.	10:00	E.F.
4/7	8:02	Sandra Smith	11:32	David Smith				
4/8	A	Alexis has fever	A	Sandra Smith				
4/11	8:05	David Smith	11:31	Sandra Smith				
4/12	8:00	Sandra Smith	11:33	David Smith				
4/13	8:10	Sandra Smith	11:30	Sandra Smith	9:30	E.F.	10:00	E.F.
4/14	8:03	Sandra Smith	11:25	David Smith				
4/15	8:00	David Smith	11:29	Sandra Smith				
4/18	8:01	Sandra Smith	11:30	Sandra Smith				
4/19	8:04	Sandra Smith	11:23	Sandra Smith				
4/20	8:02	Sandra Smith	11:34	Sandra Smith	9:30	E.F.	10:00	E.F.
4/21	A	Alexis has cold/cough	A	Sandra Smith				
4/22	A	Alexis has cold/cough	A	Sandra Smith				
4/25	8:01	Sandra Smith	11:31	David Smith				
4/26	8:05	David Smith	11:35	David Smith				
4/27	8:07	Sandra Smith	11:28	Sandra Smith	9:30	E.F.	10:00	E.F.
4/28	8:03	Sandra Smith	11:30	Sandra Smith				
4/29	8:04	Sandra Smith	11:31	Sandra Smith				

This is a true and accurate report of attendance of this child for the period indicated.
Parents: Please do not sign the bottom of this form until the end of the month. Thank you.

Sandra Smith
Parent or Legal Guardian Signature

Sonya Martinez
Authorized Staff Signature

Palm Springs Unified School District
State Preschool Absence Policy
Ed Code 8208(e) ABSENCE POLICY

Parents must notify the classroom teacher before 8:00 a.m. on the day of the absence to allow staff to cancel meals. In the event of illness, please let us know if it is a contagious disease so we can notify other parents whose children may be exposed.

When you know in advance that your child will not be in attendance for reasons such as: medical appointments, parental visitation, vacation, etc. you must call to notify the classroom teacher.

EXCUSED ABSENCE

- Illness (enrolled child/parent/guardian)
- Quarantine (for enrolled child or immediate family member)
- Dental, Medical, Health or Therapy appointment (enrolled child/parent/guardian)
- Family Emergency, death, funeral for immediate family members of enrolled child(father, mother, grandmother, grandfather, brother, sister, cousin, aunt, uncle) Car accident of parent/guardian.
- Court–ordered visitation with absent parent(s) copy of the court order must be on file with the district- custody arrangements are not the same as visitation.
- Dangerous weather conditions (i.e.-power lines down, flash floods, fires, high winds) that prevent family from getting to childcare
- Immunizations

BEST INTEREST/EXCUSED (Maximum of 10 days per fiscal year)

- Vacation
- Out of town
- With parent/relative
- School program/sibling field trip
- Religious Activities
- Transportation emergency
- Dental, Medical, Health or Therapy appointment (enrolled child/parent/guardian)

AFTER THE 10 BEST INTEREST DAYS ARE USED, all other days in the above category are UNEXCUSED.

UNEXCUSED ABSENCE (Maximum of 10 days per fiscal year)

- After the 10 best interest days are used, additional absences in the best interest category are considered unexcused
- Absence that parent does not identify a reason for or as a best interest day

NON-CONTRACTED DAYS

- Holiday
- Center closed
- Individual non-school days for student, parent and some school employees (Limited Term Service Leaves may be granted for extended school breaks
- *Court ordered separate residences (joint physical custody)

*Non-contracted days do not require daily parent signatures but require staff and/or parent notes describing reason for not needing care.

PARENT CONTRACT AND PROGRAM RULES
(Cont'd)

ECE DAILY CLASSROOM PROGRAM AND CURRICULUM

Schedule

The classroom daily schedule is posted in each classroom. This schedule is modified as needed by the teacher to meet the classroom and curriculum needs. Teachers utilize the ECERS tool to develop their daily schedule and classroom environment.

Screening Tool Developmental screenings are completed within the first 45 days of enrollment through ASQ-Online. The results are utilized to provide the child the services and support needed in the classroom. They are completed by the parent and scores are reviewed with the families.
https://agesandstages.com/asq-online

Assessments
The Teacher utilizes the Desired Results Developmental Profile (DRDP) twice a year (Fall/Spring). Parents and teachers confer as often as necessary to discuss the children's progress and needs utilizing the reports from DRDP Anecdotal observations. Two parent-teacher conferences are held each program year.

The Curriculum

The World of Wonders Pre-K Curriculum is a researched based, developmentally appropriate curriculum. It is a literacy-based curriculum that is designed to prepare your child for kindergarten while meeting all their developmental needs. World of Wonders has embedded components to address literacy, Math, Social / emotional, Science and Social Studies. It is also providing differentiated instruction for teachers to adapt their lessons for students with Special needs, English Language learners and age difference.

ST Math is a standards-aligned program that creates opportunities to move away from mere digitized math drills and puts them in the mindset to think creatively. Challenging games help kids explore non-routine problems and build number sense instead of memorizing disconnected facts.
ST Math starts by teaching the foundational concepts visually, then connects the ideas to the symbols and language. With visual learning, students are better equipped to tackle unfamiliar math problems, recognize patterns, and build conceptual understanding. Without language barriers, the problem is accessible to all students, regardless of skill level or language background. www.stmath.com

Second Step Curriculum is used in all classrooms to support our student's social emotional wellbeing. The program is researched based and promotes success in the early learning classroom, school readiness, and social and life success. www.secondstep.org/early-learning-curriculum

Individualization
Using resources such as Word of Wonders, ST Math, and the Second Step Curriculum, developmentally appropriate lesson plans are created to enhance learning in all areas of development for each child. Curriculum is individualized to meet the developmental needs of each child.

Supplemental Resources

Footsteps2Brilliance is implemented through the partnership of Riverside County Office of Education. It provides a comprehensive bilingual English and Spanish literacy curriculum where students learn phonics and phonemic awareness in the context of reading and writing. It is implemented in a digital format in the classroom and can be accessed in the classroom and at home. The services can be accessed through the summer.
https://www.footsteps2brilliance.com/

Multi-Tiered System of Support

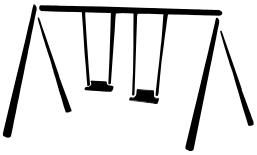
The Pyramid Model Consortium supporting early childhood PBIS in partnership with The Discovery Source Discovery Source:

The Pyramid Model Consortium -It provides resources for teachers to teach social emotional development skills immediately, more effectively and with high fidelity implementation of the Pyramid Model Training.

Calming Kit is a highly effective tool to implement in a classroom or home setting designed to support teachers and families as they help children learn essential strategies to identify, understand, and regulate their emotions. Through these strategies, children can better understand their complex feelings, ask for help, and learn to manage feelings on their own.

PARENT CONTRACT AND PROGRAM RULES (Cont'd)

PLAY EQUIPMENT



When enrolling your child in the ECE Programs you are giving your consent for your child to use all the play equipment and participate in all of the activities of the ECE Programs. Please note that the play equipment is for **enrolled** children only. Please do not allow siblings to play on the equipment.

TOYS FROM HOME

Toys, video games, skateboards, skates, roller blades, scooters, etc., from home are **not** allowed in any of the ECE classrooms.

FOOD IN THE CLASSROOM

No outside food is allowed in ECE classrooms. This includes special activities such as birthdays and holidays. PSUSD Food Service Department provides all food. Good nutrition is promoted.

Food will not be used as a reward, punishment or the focus of social events in ECE Programs. Teachers are mandated to provide health and nutrition education. They teach children to choose nutritional foods and how to minimize dental cavities by brushing and fluoridating their teeth.

CELEBRATIONS

Palm Springs Unified School District's Governing Board Policy prohibits the use of formal graduation ceremonies for ECE children. Children shall not wear caps and gowns for any purpose, including photographs. The exercise of a graduation ceremony for preschool children is developmentally inappropriate. Preschool children do not have the capacity to understand the significance of graduation. All ECE classrooms staff, children, families and community partners come together at end of the traditional school year to celebrate the children's accomplishments at each site. The day provides an opportunity for each parent to share in the success of his or her child. It is enjoyable for both parents and staff to have an "end of the year" celebration of some kind. Children also enjoy sharing their parents with the group.

PARENT CONTRACT AND PROGRAM RULES
(Cont'd)

CLOTHING

Preschool children should wear clothes that are washable, suited to the weather and appropriate for play. Shoes with non-skid soles are recommended. **All shoes must have a strap or backing around the heels**. Children cannot wear flip-flops or shoes with heels. Closed toe shoes are highly recommended to prevent toe injuries.

Children must be dressed in clothes easy for them to manipulate when they need to use the bathroom. Boxer type pants or shorts are preferred over snap waistbands.

It is recommended that a change of clothing be brought from home in case of an emergency. It must be marked with a permanent pen so that ownership can be easily determined.

JEWELRY

Jewelry (such as rings, bracelets, necklaces, pins) can cause a safety problem at school. Please do not send your child to school wearing jewelry.

DISCIPLINE

The goal of discipline is to establish internal self-control rather than impose external control. Discipline means teaching children to set their own limits so they can accomplish tasks and work cooperatively with other people.

Children in our centers are not “punished” but rather an attempt to change undesirable behavior through techniques such as redirection and positive role modeling. All staff members consistently use these methods, and most children respond well to these types of discipline.

Due to Title XXII Licensing regulations if, for some reason, a child displays unusually negative behavior that endangers others physically, the teacher may find it necessary to call the parent to arrange to have the child picked up and excluded from the center for the rest of that day. The teacher must obtain approval from ECE Management prior to excluding a child from the Center. **A parent conference will then be called to develop a Plan of Action to assist the parent, child and staff with a positive course of action.**

PARENT CONTRACT AND PROGRAM RULES
(Cont'd)

CHILD ABUSE/NEGLECT

All staff members in the ECE Program are mandated to report any signs and/or actions, which may indicate that a child is being abused or neglected. Strictly enforced laws require the staff to report such findings immediately. Staff is mandated to do so even if there is some measure of doubt.

The reporting staff member makes a written report and Child Protective Services (CPS) is called to investigate the findings. Parents may not be forewarned of this action.

Printed handouts on child abuse and neglect as well as a video on child abuse are available to parents wishing to become more informed about this severe social problem.

TRANSITION TO KINDERGARTEN

- **You** must go to the Elementary school and pick up an enrollment packet, your child **DOES NOT** automatically go to kindergarten from Head Start.
- **You** must submit all paperwork to the office of the Elementary School
- Students must have all the following necessary documentation before registering: Physical Exam, Birth Certificate, Proof of Residency, Current Immunizations and a dental screening
- PSUSD has set boundaries for the Elementary School your child needs to attend If you don't know what school your child belongs at, call Student Services at 760/883-2703 or access the district website at www.psusd.us

If you want your child to attend a school that is *not* in your boundary, you must go to Student Services at the main school district office, 150 District Center Drive, and request an Intra-district Transfer

HEALTH

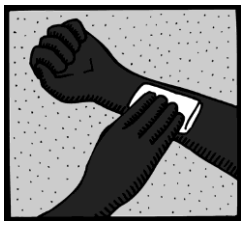
HEALTH CHECKS

Each child is required to have a NEGATIVE TB result or TB Risk Assessment and be current or up to date on all immunizations **prior** to the first day of attendance. **A complete physical is required BEFORE the first day of attendance.**

Each child receives a daily health check when arriving at the center. If your child appears to be ill in any way, he/she will NOT be able to stay. By law, staff is required to exclude any child who they feel may have a condition that is harmful to others. A child must be free from fever, vomiting or diarrhea for at least 24 hours before returning to school. A doctor's release and diagnosis may be required for child to return to school. That decision will be determined by School Nurse or School Nurses assistant.

Head lice are a common occurrence in preschool facilities. If lice or nits are found in your child's hair, you will be contacted to pick up your child. You will receive information regarding treatment for the head lice. Children will not be re-admitted until all nits have been removed.

ILLNESS/INJURY



If a child becomes ill during the day, the child will be isolated from the other children. The child's parent/guardian will be contacted so arrangements can be made to pick him/her up immediately. **It is very important that the center have more than one adult over the age of 18 to contact should your child need to go home.**
Whenever a child is injured, a staff member will complete an Injury Report Form (Ouch Report). One copy is given to the parent and the other kept in the office file. The report includes the date, child's name, and nature of the injury, cause of injury, first aid administered, and signature of the reporting staff members.

If a child is injured and is in need of medical assistance, the parents will be notified immediately. In a life-threatening emergency, 911 will be contacted.

ALLERGIES

The staff must be notified if a child has any type of allergy.

Notification must be IN WRITING from a physician and must include instructions on how to avoid incurring an allergic reaction and what to do in the event a reaction does occur.

If medication is needed, the MEDICATION procedure must be followed.

MEDICATIONS

ALL MEDICATION AND MEDICATION AUTHORIZATION MUST BE BROUGHT TO THE EARLY CHILDHOOD EDUCATION OFFICE FOR REVIEW AND APPROVAL PRIOR TO CHILD ATTENDING. NO MEDICATION MAY BE KEPT BY THE CHILDREN IN THEIR POCKETS, CUBBIES, OR BACKPACKS.

Children cannot enter the classroom until all medications are documented and in place.

The nurse informs the parent that this process may take time and can delay the first day of school.

The ECE staff will dispense medication ONLY when:

- Medication is PRESCRIBED by a physician and is in its ORIGINAL CONTAINER with the prescription label on which includes the child's name and dosage information.
- Medication is kept in a locked box, out of the reach of children. The medication procedure is followed by Early Childhood Education Instructional Staff as outlined in the ECE Program Policies and Procedures.
- If medication expires during the program year, it is the parents' responsibility to get new medication for the classroom. Child may not be able to attend if medication expires.

PALM SPRINGS UNIFIED SCHOOL DISTRICT
EARLY CHILDHOOD EDUCATION

ATTENTION PARENTS

DAILY WELLNESS CHECK

For the protection of your child and the center:

WHEN YOUR CHILD FIRST COMES IN,
A WELLNESS CHECK WILL BE GIVEN.
PLEASE DO NOT LEAVE UNTIL YOUR CHILD IS CHECKED FOR WELLNESS. IF YOUR CHILD APPEARS TO BE ILL IN ANY WAY HE/SHE **WILL NOT** BE ABLE TO STAY FOR THE DAY.
Once your child is cleared **then** you may sign in.

****

DISTRITO ESCOLAR UNIFICADO DE PALM SPRINGS
PROGRAMAS DE EDUCACIÓN A TEMPRANA EDAD

ATENCIÓN PADRES DE FAMILIA

EXÁMENES DIARIOS DE SALUD

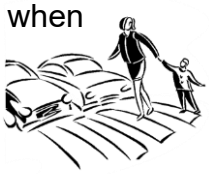
Para la protección de su hijo/a y la escuela:

CUANDO SU HIJO/A LLEGUE AL SALÓN, SE LE HARÁ UN CHEQUEO DE SALUD.
FAVOR DE ESPERAR HASTA QUE SU HIJO/A SEA EXAMINADO. SI EL/ELLA PARECE ESTAR ENFERMO **NO SE PODRÁ** QUEDAR EN LA ESCUELA.
Ya que su hijo/a sea autorizado para quedarse, **entonces** puede firmar la hoja de asistencia.

SAFETY

PEDESTRIAN SAFETY

There is limited parking at most sites. It is very important that you do everything possible to prevent you or your child from being hurt. Please be aware of your child's safety when dropping off and picking up your child by following these rules:



- Supervise preschoolers at all times
- Keep preschoolers away from any vehicle, particularly emergency vehicles
- Never allow preschoolers to cross the street alone
- Do not park in the *blue handicapped parking slots*, unless you have a handicapped sticker/placard.

CAR SEAT SAFETY

As of January 1, 2017:

- Children under 2 years of age shall ride in a rear-facing car seat unless the child weighs 40 or more pounds OR is 40 or more inches tall. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the car seat. (California Vehicle Code Section 27360.)
- Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
- Children ages 8 or older, or who are 4'9" or taller, may use the vehicle seat belt if it fits properly with the lap belt low on the hips, touching the upper thighs, and the shoulder belt crossing the center of the chest. If children are not tall enough for proper belt fit, they must ride in a booster or car seat (California Vehicle Code Section 27363.)

PARKING SAFETY

Appropriate parking spaces must be used when coming to the childcare centers.

- Double parking or parking where there is not a legal parking space creates an unsafe environment for children and adults. Parents who continue to illegally park will be notified that law enforcement officials have been contacted to enforce appropriate parking.
- Handicap parking at all sites is for vehicles displaying handicap placards. Again, law enforcement will be notified of violators.
- Never leave a child unattended in a car. Effective January 1, 2002, it became a law that it is criminal offense to leave a child unattended in a vehicle, even for a second! The Unattended Child in a Motor Vehicle Safety Act, "Kaitlyn's Law" was enacted when Kaitlyn died because she was left for "just a second".

ECE staff members are required to enforce the laws and to report such findings. Staff members are mandated to do so, so please do your part and follow the laws.

PALM SPRINGS UNIFIED SCHOOL DISTRICT
Early Childhood Education Programs

Pedestrian Safety for Parents

- Supervise preschoolers at all times.
- Keep preschoolers away from any vehicle, particularly emergency vehicles.
- Never allow preschoolers to cross the street alone.
- Designate safe play areas for preschoolers away from the street and driveways.
- Cross the street by first stopping at the curb and then looking left for approaching vehicles, looking right and then looking left again. Keep looking while crossing. Encourage their child to practice with them. At this age preschool children can't distinguish between right and left, therefore it may be helpful for parents to say let's look at this side of the street, now let's look at the other side.
- Set a positive example for preschoolers by practicing safe pedestrian habits.
- Make pedestrian safety an ongoing activity with your child. There are songs and other activities you can do with your child which will help him/her to remember these safety rules.

Seguridad del Peatón para Padres

- *Supervise a su niño pre-escolar a todo tiempo.*
- *Mantenga a su niño pre-escolar alejado de cualquier vehiculo, especialmente vehículos de emergencia.*
- *Nunca permita que su niño preescolar cruce la calle solo.*
- *Designe una área de juego para preescolares que este alejada de la calle y entradas de autos.*
- *Para cruzar la calle, primero pare en el borde de la banqueta, mire hacia el lado izquierdo para ver si automóviles se acercan, mire hacia el lado derecho, y mire hacia el lado izquierdo una vez mas. Continúe mirando al cruzar la calle. Anime a su niño/a a practicar junto con usted. A esta edad los niños no pueden distinguir entre izquierda o derecha, así que les ayudara a los padres decir "vamos ha mirar para este lado de la calle, ahora vamos a mirar para el otro lado."*
- *Sea un buen ejemplo para su niño/a practicando hábitos seguros de peatones.*
- *Haga la seguridad del peatón una actividad continua con su hijo/a. Hay cantos y otras actividades que puede hacer con su hijo/a que pueden ayudarlo recordar estas reglas de seguridad.*

CALIFORNIA CHILD PASSENGER SAFETY LAW

Protect your child — it is the law.

Use of child passenger restraint system for child under age 2

Except as provided in Section 27363, a parent, legal guardian, or driver who transports a child under two years of age on a highway in a motor vehicle, as defined in paragraph (1) of subdivision (c) of Section 27315, shall properly secure the child in a rear-facing child passenger restraint system that meets applicable federal motor vehicle safety standards. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the child passenger restraint system.

Exemptions:

- A child weighing more than 40 pounds may be transported in the backseat of a vehicle while wearing only a lap belt if the backseat is not equipped with a combination lap and shoulder safety belt.
- In the event of a life-threatening emergency, a child may be transported without a restraint system if none is available, but must be secured by a seatbelt.
- A court may exempt child from the restraint system requirement in certain limited circumstances related to physical unfitness, medical condition, or size if an appropriate special needs child passenger restraint system is not available.

Use of child passenger restraint system for child under age 8

Except as provided in Section 27363 of the Vehicle Code, a parent, legal guardian, or driver shall not transport on a highway in a motor vehicle a child who is under eight (8) years of age, without properly securing that child in a back seat in an appropriate child passenger restraint system meeting federal motor vehicle safety standards.

Exemptions:

- A child under eight (8) years of age may ride properly secured in an appropriate child passenger restraint system in the front seat under any of the following circumstances:
  - There is no rear seat.
  - The rear seats are side-facing seats.
  - The rear seats are rear-facing seats.
  - The child passenger restraint system cannot be installed properly in the rear seat.
  - All rear seats are already occupied by children seven years of age or under.
  - Medical reasons require that a child cannot ride in the rear seat. Proof of the child's medical condition may be required.
  - However, a child cannot be transported in a rear-facing child passenger restraint system in a front seat that is equipped with an active frontal passenger airbag.

- A child under eight (8) years of age who is four feet nine inches (4'9") in height or taller may be *properly restrained by a safety belt* instead of a child passenger restraint system. *Properly restrained by safety belt means that the lower (lap) portion of the belt crosses the hips or upper thighs and the upper (shoulder) portion of the belt crosses the chest in front of the occupant.*
- A child weighing more than 40 pounds may be transported in the backseat of a vehicle while wearing only a lap safety belt when the backseat of the vehicle is not equipped with a combination lap and shoulder safety belt.
- In case of a life-threatening emergency or when a child is being transported in an authorized emergency vehicle, if there is no child passenger restraint system available, a child may be transported without the use of that system, but the child must be secured by a seatbelt.
- A court may exempt a child from the Child Safety Belt and Passenger Restraint Requirements if certain determinations are made.

Use of child passenger restraint system for child between 8 and 16

A parent, legal guardian, or driver shall not transport on a highway in a motor vehicle a child who is eight (8) years of age or older, but less than 16 years of age, without properly securing that child in an appropriate child passenger restraint system or safety belt meeting federal motor vehicle safety standards.

Call your local health department for more information at:

760-778-2210

For more information on safety seats: www.chp.ca.gov

STATE OF CALIFORNIA • CHILD CARE LICENSING • DEPARTMENT OF SOCIAL SERVICES

Parent's Guide to Child Passenger Safety

Getting Going: Make sure everyone is sitting up properly buckled up before you start the engine-even on short trips. Never hold a baby in your lap. Every passenger and child safety seat should have a separate seatbelt. Lock all doors and power windows.

Teach Safe Habits: Teach your children to wear a seatbelt every time they ride, and to keep it on until the engine has been turned off. Tell them to sit quietly with their hands inside the car and not to distract the driver. Bring simple hand-held games, books and healthy snacks to keep children occupied.

Driver Tips: Lives are in your hands, so never drive if you're overtired or intoxicated. Make sure driving is your main focus. Avoid talking on a cell phone, reading a map, putting on make-up, etc. Pull over briefly if children are yelling or fighting. If you get tense while driving, take deep breaths and tell yourself, "relax". Always drive defensively.

Long Trips: Take your car in for a safety inspection before a long trip. Bring a cellular phone, first aid kit, water, blankets, snacks and a flashlight. Plan for frequent short stops so children don't get restless. Take a break every 2 hours to switch drivers, or if alone, to stretch and rest. Pull over if you get fatigued.

Especially for Trucks: Never let children ride in the bed of a pickup truck (even if covered) or on the fold-down jump seat in the cab. ***Never*** put infants in a truck's front seat unless its airbag is disabled. Kids under age 12 are safest in a full-sized rear seat. If safe seating isn't available, properly secure children over age 1 in a forward-facing seat as far from the dashboard as possible.

Be a Role Model: Parents are powerful role models for their children. When your child sees you putting on a seatbelt as soon as you get in the car, and staying calm and focused while driving, life-saving habits will be learned.