Enterprise Elementary School District

California State Preschool Program

PRESCHOOL PARENT HANDBOOK

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Enterprise Elementary School District

California State Preschool Program

VISION

Empowering Every Child, Every Day, to Create a Better World

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For more information about our preschool program, please visit our website:
https://www.eesd.net/our-schools/preschool.

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Site Information and Staff Listing

Alta Mesa Preschool

License #455404115
2301 Saturn Skyway, Redding, CA 96002
Phone: 530-224-4139
Hours of Operation: Morning Class: 8:00am - 11:00am Afternoon Class: 11:30pm – 2:30pm
Teacher: Elaine Smith
Aides: Laura Arnold, Alicia Palazzo, Anam Syeda, Colly Lord

Boulder Creek Preschool

License #455403246
505 Springer Drive, Redding, CA 96003
Phone: 530-224-4148
Hours of Operations: Morning Class: 7:30am – 10:30am Afternoon Class: 11:00am – 2:00pm
Teacher: Corinne Kingsbury
Aide: Roseanne Johnson, Ruth Galicia

Rother Preschool

License #455403855
795 Hartnell Avenue, Redding, CA 96002
Phone: 530-224-4177
Hours of Operation: Full Day 7:30am - 4:30pm
Teachers: Emily Traylor, Latasha Witcraft
Aide: Melissa Jacona

Preschool Office

2925 June St., Redding, CA 96002
Phone: 530-224-4178
Office Hours: Monday – Friday 8:00am – 1:30pm
Preschool Director: Tina Croes
Preschool Clerk:

About Us

WELCOME FROM THE STAFF

Welcome to the Enterprise Elementary School District's State Preschool Program! Our mission is to provide quality early education services to children and support services to their families. Our program is designed to ensure your child has a secure educational environment that respects your child's individual needs.

We strive to provide a nurturing, supportive, and safe atmosphere that serves as a bridge between home and school experiences. We believe children learn through play and active involvement with people, places, and things. We believe in supporting the physical, cognitive, social, and emotional growth of all children. We also value the cultural and ethnic diversity of our families, and we hope that you plan to visit your child's classroom often and participate in the wide variety of special events throughout the school year.

We encourage you to use this Parent Handbook as an informational guide. Our goal is to establish a partnership that will provide a supportive and responsive environment that respects family diversity, fosters self-esteem and personal growth for children, parents, and staff.

Throughout this handbook, we will use the term "parent." We recognize that "stepparent," "grandparent," "guardian," or "foster parents" are parents too! We will also refer to the Enterprise Elementary School District State Preschool Program as the Preschool Program.

PHILOSOPHY

We, the staff at the Preschool Program, believe…

- In a "hands-on" developmentally appropriate curriculum based on current early childhood education, research, and practice, where children can learn to play, grow at their own pace, and feel that school is a wonderful place to be.

- In providing a physically and emotionally safe, nurturing environment that respects family diversity and fosters self-esteem and personal growth for the children, parents, and staff. All children are unique individuals, and the program environment reflects the cultures and languages of the program's children, families, and staff. We welcome and respect all cultural backgrounds and the rights of all children and their families.

- In encouraging parent participation through activities such as attending parent education programs, volunteering in the classroom, or serving on the Parent Advisory Committee.

- In providing a support network for parents that will not only increase their understanding of child development, but also help the parents develop a closer relationship with their child through this shared experience. The preschool program environment reflects the cultures and languages of the program's children, families, and staff.

PROGRAM GOALS & OBJECTIVES

Our goals and objectives as early childhood educators are to:

- Build familiarity with public school routines and structures
- Serve as a bridge between home and school.
- Provide a balance of educational, social, and physical development opportunities for all children.
- Respond to the changing needs and interests of the children.
- Establish partnerships with families, which include opportunities for parent participation and education.
- Form collaborative relationships with the community.
- Promote communication between parents and staff.

CHARACTER DEVELOPMENT

The Preschool Program maintains that families are the key to character development. Parents and other caring adults have the primary responsibility to teach their children the values they feel are important.

We will support families in character development by challenging children to accept and demonstrate positive values. We will do this by providing role models and activities conducive to character development. We will keep parents informed and involved.

Parents are encouraged to share their cultural heritage with the staff and children as a way of reinforcing the family concept and enriching the lives of those from different cultural backgrounds.

EQUAL PROGRAM ACCESS FOR ALL CHILDREN

The Preschool Program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, or religion in determining which children are served.

PROHIBITION ON RELIGIOUS INSTRUCTION

The Preschool Program refrains from religious instruction or worship and complies with the regulations that stipulate that religious instruction or worship is prohibited.

DAYS OF OPERATION/HOLIDAYS

The Preschool Program operates on a ten-month school calendar. The preschool is open each school day. Some sites have morning and afternoon sessions, which run for 3 hours each. Our full-day program is open from 7:30 AM - 4:30 PM.

All state preschool programs operate a minimum of 180 days a year. Preschools will be closed for Professional Development Days, depending on the individual school site. Please check our district's yearly calendar for specific dates.

The preschool program observes the following holidays:

- Labor Day
- Veteran's Day
- Thanksgiving Recess (see calendar)

- Christmas Recess (see calendar)
- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday (see calendar)
- President's Recess (see calendar)
- Spring Recess (see calendar)
- Memorial Day

Please review the Enterprise Elementary School District calendar for the current year's closure dates. The calendar can be found on the back of the handbook or on the district website: www.eesd.net.

Enrollment Policies and Procedures

ELIGIBILITY POLICY

All families must meet the income criteria for admission to the California State Preschool Program (CSPP) as set by the California Department of Education's (CDE) Early Learning and Care Division (ELCD). Participating families must apply and provide verifiable documentation to determine eligibility. If a recipient of services has been determined to have provided fraudulent information to establish initial or ongoing eligibility, services will be terminated.

Once certified as eligible, families receive certification for up to 24 months and do not need to reapply each program year unless family circumstances, such as changes in income, changes in education or vocational training, household size, or other need, affect eligibility. Certification ends when the child is no longer age-eligible for the program.

AGE ELIGIBILITY-CSPP

The child must be 3 years of age by December 1st of the fiscal year they are being served. Children who have their third birthday on or after December 2nd of the fiscal year may be enrolled in a CSPP on or after their third birthday.

A waiting list is maintained of eligible children when space is inadequate to meet the requests for the California State Preschool Program. Enrollment is granted according to the California Department of Education's Eligibility and Priority Criteria *(5 CCR §18131)*.

PRIORITY

First priority: Three – or four-year-old children who are recipients of child protective services or recipients who are at risk of being neglected or abused, upon written referral from a legal, medical, or social service agency, without regard to income.

Second priority: Age-eligible four-year-old children who are not enrolled in Transitional Kindergarten in the following order:

1. Children who were enrolled in the State Preschool Program as three-year-olds.
2. Children whose families have the lowest income ranking based on the most recent income ranking schedule adopted by the State Superintendent of Public Instruction at the time of enrollment.
3. When two or more families have the same income ranking, according to the most recent income ranking schedule, the child with exceptional needs, as defined in *EC § 8208(l),* shall be

admitted first.

4. If there are no families with children with exceptional needs, the district will establish the following priorities.
    a. Children who are identified as limited English proficient or non-English.
    b. Children from families whose special circumstances may diminish the children's opportunities for normal development.

After all eligible four-year-olds are enrolled, three-year-old children may be enrolled based on the priorities described in *EC subdivision 18131(b)(2) through (4)*.

Parents must provide the following information for the determination of eligibility:

- Verification of recent monthly gross income.
- Number of persons in the family (see below for determining family size).
- Child's birth certificate.
- Child's immunization records.

If no eligible children are on the waiting list and space remains available, children from families whose income exceeds 100% of the State Median Income (SMI) by15% or less may be enrolled.

ENROLLING CHILDREN WITH EXCEPTIONAL NEEDS POLICY

Children with exceptional needs whose families are over the income eligibility threshold may be enrolled after all otherwise eligible children have been enrolled. Children with exceptional needs are children who have an individualized family service plan (IFSP) or an individualized education plan (IEP), received early intervention and related services or appropriate special education, and require the special attention of adults in a child care setting.

Health and Social Services

The Preschool Program believes in the social, emotional, and well-being of all of our children and their families. We will work to identify the needs of the child and the family for health or social services. We will work with the families to refer the child and/or the family to appropriate agencies in the community based on the need or to services offered by the district. We will follow up with the parent/family to ensure that needs have been met by maintaining communication with the parent.

For a list of community services and resources, please visit our district website at www.eesd.net or contact the preschool office at 530-224-4178.

HOMELESS CHILDREN AND YOUTH POLICY

A family eligible for child care and development services will be determined to be homeless using the definition found in the McKinney-Vento Act.

The McKinney-Vento Act defines homeless children and youths as an individual who lacks a fixed, regular, and adequate nighttime residence and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Children and youths who may be living in motels, hotels, trailer parks, or campgrounds due to a lack of alternative adequate accommodations.
- Children and youth living in emergency or transitional shelters or are abandoned in hospitals.
- Children or youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless are children who are living in similar circumstances listed above.

In order to meet the eligibility requirements for being homeless, families must provide the following documentation:

- A written referral from a legal, medical, or social service agency, a written referral from the district or a local Homeless liaison, a Head Start Program, or an emergency or transitional shelter, **or…**
- A written parental declaration that the family is homeless and a statement describing the family's current living situation.

In order to meet the requirements for receiving services as homeless, the family must either:

- Provide a written referral from one of the entities above under the eligibility requirements. This referral is sufficient to establish the "need" for services.
- Provide a written parental declaration of homelessness supported by documentation of at least one of the need requirements, which include seeking permanent housing for family stability, seeking employment, or engaging in vocational training, employment, or an educational program for English Language Learners or to attain a high school diploma or general education development.

We will make every effort to support our homeless families, with an understanding that the parent has 30 days to provide the required documentation or a Notice of Action; Denial of Services will be issued, by doing the following:

- Permit the immediate enrollment of the homeless upon completion of the application for services.
- Enrollment of homeless families without immunization records.
- Not requiring a fixed address or mailing address.
- Conducting outreach to homeless families.

TOILETING EXPECTATIONS:

General-Education CSPP Classrooms

Our general-education preschool classrooms follow EESD's Toileting Support Protocol and are equipped to serve children who are toilet-trained or actively working toward independence with only occasional accidents. These classrooms can not provide regular diaper or pull-up changing.

*Full Inclusion CSPP Classroom

Our full-inclusion classroom is specifically staffed and equipped to support children who are not yet toilet-trained, as addressed in their Individualized Education Plan (IEP). We have additional staff members, including specially trained Special Education Personal Health Aides (SEPHAs), who are able to perform regular diaper or pull-up changes while maintaining all required staff-to-child ratios. Families needing this level of support will be offered placement in the full inclusion classroom when space is available.

> **A fully inclusive California State Preschool Program classroom is an early childhood environment where children with disabilities or Individualized Education Programs (IEP's) learn alongside their typically developing peers. Special education services are delivered inside the classroom rather than in separate, pull-out settings.*

We are happy to discuss the best classroom placement for your child during the enrollment process.

ENROLLMENT PROCEDURES

The number of students at each preschool is determined by licenses issued by the Department of Social Services, Community Care Licensing. The CDE/ELCD requires preschools to maintain a 1:8 adult-child ratio and a 1:24 teacher-child ratio.

Enrollment applications are available at the Preschool Office, located at 2925 June St. and at each site's main office. If the program at the home school site is full, the parent may request to attend another preschool site where there is availability. In the event of inadequate space, the parents will be placed on a waiting list maintained by the preschool clerk and prioritized by the eligibility requirements previously listed. Enrollment is contingent on the following:

- Qualification of all required intake forms and completed application.
- Children attending the center should be toilet trained or actively in the process of being trained. Based on your child's individual needs we can assist in the toilet training process or make accommodations for your child's special needs. We require that you provide your child multiple changes of clothing or adequate amounts of diapers/pull ups and wipes and ensure any soiled clothes are taken home each day. For your child to be successful we will work with you on developing a plan and strategies that are consistent between home and the center.
- Immunization records must be submitted prior to enrollment and up-to-date. • Completion of the required physical exam for each child. Forms must be submitted within 10 days of entry into the program. Physical examinations received within a year prior to entry date will fulfill this requirement.
- Court orders must be obtained to prevent the unauthorized parent or legal guardian from certain activities, such as picking up the child or visiting the child at the program. We

reserve the right to prohibit any individual from the program site if the health and safety of any child is threatened or compromised.

Family size is determined by the number of adults and children related by blood, marriage or adoption. When an adult living in the household is neither the parent of the child nor the spouse of the parent, the adult and the adult's children are not to be included in the calculation of family size. When a child is living with an adult(s) other than a natural or adoptive parent, the child is considered a family of one. The following documentation is required in determining family size:

- Birth certificates for all children related to the student.
- Custody, marriage, divorce, or any other court documentation that pertains to the child enrolling.
- Documentation to establish California residency.
- Completed and signed certification application CD Form 9600 & 9600A • For a parent claiming single parent status, check the box in Section I of the EESD-9600 and initial Section V that they self-certify their single parent status under penalty of perjury and sign the application.

NOTICE OF ACTION APPEAL PROCESS

State regulations require that the Preschool Program notify parents of authorized services or denial of services, changes to service agreements, or termination of services within 30 days upon completion of the registration process. The State gives the right to the parents of all children enrolled in our State Preschool Program to appeal (Form CD 7617). Parents may, at any time, have an Authorized Representative. The appeal process is as follows:

- If a violation of policy or contract takes place, the parent will receive a 14-calendar day "Notice of Action" form. Parents may appeal to the Administrative Offices to request a hearing. The appeal must be requested by email, in writing, in person, by telephone, by fax, or the parent may contact the program director for a local hearing. Parents receiving a "Notice of Action" form by certified email have 14 days to appeal (by the effective date written on the "Notice of Action".
- Parents will receive notification of the date and time of the hearing within 10 days of receiving the parents' hearing request.
- The appeal process for parents enrolled in the program is as follows:
    - The Agency Appeal Coordinator, Heather Armelino
    - The California Department of Education

Additional information regarding the appeal process can be found on the back of the Notice of Action Form CD-7617.

UNIFORM COMPLAINT PROCEDURE

The Enterprise Elementary School District Board recognizes that the District has primary responsibility for ensuring that it complies with all applicable state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow the Uniform Complaint Procedures (UCP) when addressing complaints.

Family Fee

California Education Code §8273.1 exempts families of children enrolled in a part-day California State Preschool Program (CSPP) as described in EC §8235(e)and §8273.1(c). The family fee schedule and required documentation are used in determining eligibility.

For full-day CSPP services, the family fee is a sliding scale payment, which is determined by the family's income, family size, and certified hours of need. This fee is determined using the Family Fee Rate Calculator found on the CDE website (https://www.cde.ca.gov/familyfee/famfeecalc.aspx).

Funding and Licensing

FUNDING

Funding is provided on an annual basis by the California Department of Education's Early Learning and Care Division for the State Preschool Program. The State Preschool Program complies with Title 5 and Title 22 regulations.

LICENSING AGENCY

State Preschool Programs are licensed by the Department of Social Services, Community Care Licensing. State Preschools operate under a separate license for each site. The local licensing agency is located at:

520 Cohasset Road, Suite 6
Chico, Ca 95926
530-598-5033

The Department of Social Services has the right to review records and check on any child abuse allegations by interviewing children, parents, and staff.

Attendance Policies and Procedures

SIGN IN/SIGN OUT PROCEDURE

The Preschool Program staff believes that it is important to communicate with the parents on a regular basis about their children. It is the responsibility of the parent to convey all pertinent information to anyone picking up or dropping off any child.

Each child must be signed in and out daily by a parent or designee.

When signing your child in or out, either in the morning or afternoon, the parent must indicate the exact time of arrival or departure and SIGN HIS/HER FULL NAME. The following guidelines apply:

- To be included in the daily snack count, your child must arrive on time. • ONLY PERSONS 18 YEARS AND OLDER WHOSE NAMES ARE LISTED ON THE AUTHORIZATION FORMS WILL BE PERMITTED TO SIGN A CHILD IN OR OUT. Please schedule a conference if there are problems related to authorized adults.
- REMINDER: Photo ID is required at the time of pick-up.
- Parent must call or give written permission authorizing anyone not listed on the emergency form to sign a child in or out. Photo ID will be required.

- The State Preschool Program staff reserves the right to refuse to relinquish a child to an unauthorized person. In the case of a person deemed to be under the influence of alcohol or drugs, a parent and/or authorized person will be called to pick the child up.

TARDY POLICY

Our program follows a structured daily schedule that begins promptly at the start time of the session or day. A meal is often served as one of the first activities. Consistent on-time arrival helps to maintain a calm and focused environment for all children and ensures every child receives their scheduled meal. We understand that occasional delays happen. If families experience ongoing challenges with on-time arrival, the teacher may provide accommodations as requested by families. However, if late arrivals continue or become chronic, a meeting with the Program Administrator may be scheduled in order to explore ways we can offer support to ensure on-time arrival. One of our important goals is to partner with families in preparing children (and parents!) for the routines and expectations of TK–12 public education. Practicing consistent, on-time arrival now helps build habits that will make the transition to elementary school smooth and successful.

LATE PICK-UP POLICY

To ensure safety, all preschool children MUST BE PICKED UP ON TIME. Children need consistency and predictability. Teachers may have meetings or other job responsibilities after the children have gone home, and are therefore not able to provide additional supervision for your child beyond the scheduled class time.

Should a parent find it impossible to pick up a child, it is the parent's responsibility to contact someone on the pre-designated list of persons authorized to pick up the child and notify the program before class dismissal. By State Law, a child left at the program after closing can be considered abandoned. If this occurs, and no authorized person can pick up your child, Child Protective Services (CPS) or another authorized authority may be contacted. Should you arrive after class dismissal and the program is closed, you will have to contact the Police Department.

LATE PICK UP PROCEDURE

The classroom teacher will give a verbal reminder and note the FIRST late pick up in the late pick up log. Upon the SECOND late pick up, parents will be required to sign a late pick up acknowledgement form. The preschool office will follow up with the family to ensure the class times are meeting their needs and ask if there are ways EESD can further support them so that they will pick up their child on time. The office *may* send a warning of disenrollment letter to parents. If the parent is late again (a THIRD time), the teacher will inform the office. The preschool office will reach out to the family to let them know they are formally disenrolled due to excessive late pick-ups. A Notice of Action will be mailed indicating their child's disenrollment.

THREE incidents of late pick-up may result in your child being disenrolled from the program.

ABSENCE POLICY

The parent is responsible for notifying the classroom teacher or the Enterprise Elementary School District Preschool Office by phone, note, or Learning Genie message if the child is to be absent. The specific reason for the absence is required for our records (e.g., illness, best interest day).

Examples of excused absences include illness or quarantine of child, parent, or sibling, medical and dental appointments, family emergency,* court-ordered visitations, or any reason which is deemed to be in the "best interest" of the child.**

*Absences for "family emergency" include death in the family, serious illness, or hospitalization of extended family, natural disaster, unforeseen event (e.g., burglary, auto accident, etc.), and non-recurring transportation issues.

**Absences for reasons "deemed in the best interest of the child" include travel, visiting relatives, spending the day with the parent, and other activities determined by the staff and parent to benefit the child physically, emotionally, or cognitively.

"Best Interest Days" are limited to ten (10) per fiscal year and include, but are not limited to:

- Child's Birthday
- Religious Holiday
- Family Vacation
- Any reason that is in the "Best Interest of the Child." Specific situations will be determined on a case-by-case basis at the discretion of the Administration.

Children with an IEP, under the care of child protective services, and children who are at risk have an unlimited number of "Best Interest Days of the Child."

Excessive absences could result in the loss of the child's place in the classroom.

ABSENT CHILD

- If your child will be absent from the Enterprise Elementary School District State Preschool Program for 10 or more days, prior notification in writing is required.
- The State Preschool Program requires telephone notification to the teacher or preschool office if your child will be out of the class for any reason.
- You must write the reason for the absence on the sign-in/out sheet and sign your full signature.

EXCUSED ABSENCES

- Illness/quarantine of child.
- Illness/quarantine of a parent.
- Doctor, dental, or therapy appointment.
- Court-ordered visitation (copy of court document, i.e., divorce decree) needed. • Family emergencies (i.e., illness/accident of a family member, death in the family, or other situations to be determined on a case-by-case basis at the discretion of the administration.)

OTHER ABSENCES

- Any absence without a specific reason.
- Bad weather (when the program is open).
- Car problems if it's an ongoing issue.
- Child or parent overslept.
- Child stayed home with parent while not sick.
- Any absences without a full signature on the sign in/out sheets from the staff or parent.

ABANDONMENT OF CARE

When a family has not communicated absences with the classroom teacher or preschool office for seven (7) consecutive calendar days, services will be considered abandoned. In such cases, the preschool office will attempt to contact the family using all available communication methods. At least one communication attempt will be in writing, which may be through electronic means (email). If the parent fails to respond, a Notice of Action will be issued to terminate services after 30 days of no contact.

Please note that the Abandonment of Care process is limited to three (3) occurrences per school year. If a family exceeds this limit due to excessive absences without communication, the child will be disenrolled from the program

Health and Wellness Policies

HEALTH/SAFETY INFORMATION & REQUIREMENTS

IMMUNIZATIONS RECORDS:

All preschool children must have their immunizations up-to-date prior to enrollment, as prescribed by the California Department of Education's Early Learning and Care Division guidelines.
The California Department of Education and Enterprise Elementary School District require that, before a child enters public school, he/she must be immunized against the following diseases:

- 3 Polio
- 4 DTaP
- 3 Hep B
- 1 MMR, on or after the first birthday.
- 1 Hib on or after the first birthday, regardless of any doses given before the first birthday.
- 1 Varicella

ILLNESS POLICY

For the protection of all children and staff, your child must be kept home when ill. In general, if symptoms prevent your child from meaningfully participating in school, they should stay home until symptoms improve. Our preschool classrooms follow current California Department of Public Health Wellness Policies, which can be accessed at this website:
https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Schools/SymptomGuidance.aspx

We cannot accept your child in the classroom if he/she should have had any of the following within the past 24 hours:

- Temperature of 100.4 degrees F or above
- Vomiting 2 or more times in 24 hours
- Diarrhea that is more frequent than usual for the child
- Rash with an oozing, open wound that cannot be covered
- Persistent or discolored discharge of the nose, eyes, or ears
- Live Lice (can return following treatment if no live lice are present)
- Severe cough

Parents are required to contact the teacher or preschool office when their child is ill or cannot attend the program. Parents must immediately report contagious conditions, such as measles, chicken pox, mumps, whooping cough, and streptococcal infections. Staff will notify other parents in the program. Children may return when no longer contagious.

The staff is authorized to request a written release from your child's health care professional if a health concern has not been resolved. Any absence due to illness of three or more consecutive days requires a written release from your child's health care professional.

Daily health checks are conducted upon arrival. This health check may be informal; however, if your child appears to be showing signs of illness, he/she may not be admitted into the program. Children who become ill while at school are required to be picked up within one hour of notification by you or another authorized person.

We cannot accommodate requests from parents to keep their children indoors (i.e., when they have a cold or a runny nose) because we must maintain our staff-child ratio. Parents must make alternate care arrangements for children who cannot go outdoors. Parents are encouraged to dress their children warmly in times of inclement weather.

MEDICATIONS

Parents must have a written authorization from the child's doctor and complete a medication authorization form for medications to be administered while at preschool. Your child's name must be on the original container of the medication per school board policy.

IN CASE OF AN EMERGENCY

The Preschool Program staff is trained to handle minor emergencies at the site. Each classroom is equipped with a first-aid kit. The staff is required to fill out report forms for all incidents or accidents, both major and minor. If a serious injury occurs, staff will notify parents and call 911. Up-to-date emergency information on the "Consent for Medical Treatment (LIC 627)" section on the "General Permission Form" is required.

DISASTER PREPAREDNESS

The Preschool Program staff is trained on how to respond in case of a disaster. In the case of a major disaster (i.e., an earthquake, forest fire), all staff on site will remain with the children until parents or designated persons can pick them up. If the staff and children are relocated for safety reasons, a notice will be posted on the door indicating the new location. In the event of an emergency shutdown, parents may be called upon to pick their children up from the State

Preschool Program.

In the event the State Preschool Program is unable to operate due to emergency conditions beyond our control, the State Preschool Program will be closed until further notification. Parents will receive notices and updates via the Learning Genie app and/or the School Messenger phone and/email system.

NOTIFICATION OF CHANGE

It is very important that we maintain current and accurate records on your child in case of an emergency. The following are requirements for the safety of your child:

- It is the responsibility of the parent to notify the teacher of any changes to the "Identification and Emergency Information" form. This form must be up-to-date. The State Preschool Program depends on you to supply accurate information in order to contact you in the event of an emergency or illness concerning your child. This information includes: home address and telephone, work location and telephone numbers, doctor, dentist, required medication, physical limitations, and authorized adults on the pick-up list.
- Parents may be requested to update a new "Identification and Emergency Information" form when necessary. The State Preschool Program may refuse admittance or terminate services if the "Identification and Emergency Information" form or documentation is found to be incomplete or inaccurate.

PLEASE KEEP YOUR REQUIRED EMERGENCY INFORMATION CARDS UP-TO-DATE!

Nutrition

Balanced meals which include a variety of foods provide the foundation for developing positive attitudes toward food, understanding proper nutrition, and forming good eating habits. The meals and snacks consist of food that is culturally and developmentally appropriate for the children and meets the nutritional requirements specified by the National School Lunch Program.

Menus are posted in each classroom. As per Title 5 CR §18111 & §18278 Enterprise Elementary School District is required to provide nutritional snacks and/or meals for all California State Preschool Program preschool children currently enrolled at no additional cost. Parents must complete and turn in a district Child Nutrition Application.

It is imperative that the program is notified of any food allergies. Please indicate any allergies on the "Personal Health History" form. Allergy lists are posted in each classroom.

In the Classroom

CLASSROOM SCHEDULE

The daily schedule, which is tailored to meet the needs of the children, is given to parents at the beginning of each school year. This schedule is posted in each of the classrooms for parents to review. The schedule may include greeting time, circle time, planning time, work time, clean-up time, review time, outside time, snack or meal time, and small group activities.

CLASSROOM CURRICULUM

Desired Results Developmental Profile (DRDP) is an assessment instrument designed for teachers to

observe, document, and reflect on the learning, development, and progress of children in the classroom. The assessment results are intended to be used by the teacher to plan curriculum for individual children and groups of children and to guide continuous program improvement. DRDP assessments are completed 2 times per year, Fall and Spring. Daily observations, photos, students' classroom work, and Learning Genie are used to help Teachers complete this process.

CLASSROOM GUIDELINES

The rules in the classroom are clearly stated, consistently enforced, and developmentally appropriate. See the example listed below.

Large Blocks

- Stack blocks no higher than your chin.
- Knocking down structures made with large blocks is discouraged due to the safety and care of the equipment.

Small Blocks

- Structures may be knocked over by the builders only.

Noise Level

- Save loud voices for outside.

Active Play

- Running and chasing are outside activities.
- Climbing is for the play structure outside. In the classroom, children's feet stay on the floor.

Use of Materials

- Equipment is used with care and respected by the children and adults.
- Children are encouraged to participate during clean-up time.
- Most indoor equipment stays inside the classroom unless set up in a designated area by the teacher.

Circle Time

- If a child is unable to participate in circle time, his/her options are limited to a quiet activity (i.e., library area, listening from the classroom table).

Materials Used in Designated Areas

- Playdough and messy materials stay in designated areas during work time.

PLAYGROUND GUIDELINES FOR ADULTS

Staff provide supervision and interactive experiences during outside play.

- Adults must not place a child on a piece of equipment that the child would not choose to go on independently.
- Be aware of active play interchanges that could lead to potentially dangerous consequences, in particular on the large play structures (i.e., chasing games or games emulating violence). Redirect children before play becomes too rough, and someone gets hurt. Stop an ongoing activity if it is harmful to children or equipment. Crashing bikes and playing with sticks or sharp objects is unsafe and must be discouraged and stopped.
- When a child gets off a bike, it is available to other children.
- Close and latch all gates you walk through.
- An authorized adult must supervise children at all times.

Parent Participation

PARENT ORIENTATION

Parent Orientation will be held at the start of the school year. During this time, the teacher will introduce you to the classroom, the program philosophy, goals, and objectives, discuss program activities, distribute information, and take sign-ups for parents interested in volunteering within the classroom. Parent attendance is encouraged.

LEARNING GENIE

Learning Genie is a free app for your phone, tablet, or computer. Teachers use it daily to share photos, updates, important messages, emergency alerts, DRDP observations, and parent surveys.

This app is essential to our program and the easiest way for us to stay connected with you. When your child's teacher sends the invitation (usually in the first week), please download the app and accept it right away. Your participation helps us keep you informed and supports your child's learning every day.

OPEN DOOR POLICY

Parents are welcome at ALL times to observe in the classroom. All parents are encouraged to participate in their child's classroom. Here are some suggested ways for getting involved:

- Ask the teacher for a meeting time to discuss your child's progress.
- Voice concerns immediately.
- Offer your time, your talents, and donations to the classroom.
- Attend program functions, such as field trips, special events, etc.

The State Preschool Program staff is continually seeking to promote education for parents on the subjects of child development, parenting skills, and other related topics.

PRESCHOOL VOLUNTEER POLICY

We welcome and encourage parents to volunteer in their child's preschool classroom. Parent volunteers play an essential role in supporting various classroom activities and events.

In accordance with California State Law, all preschool volunteers must meet specific health and safety requirements before participating in classroom activities. Volunteers must provide documentation of the following:

- Immunization records for **DTaP (Diphtheria, Tetanus, and Pertussis), MMR (Measles, Mumps, and Rubella), and Influenza (Flu)**
- A **negative tuberculosis (TB) test result**
- A **written health statement** confirming their ability to volunteer

Additionally, volunteers are required to receive an annual **influenza vaccination** between August 1 and December 1 or submit a written declination. Volunteers who decline the flu vaccine

acknowledge that the preschool cannot be held liable if they contract the flu.

For safety and security purposes, all volunteers must **check in at the site office** upon arrival and obtain a visitor badge each day they volunteer. The preschool is required to maintain volunteer records, including immunization documentation, on file.

If you are interested in volunteering in our preschool program, please contact the preschool office **before** participating to ensure all required health and immunization documentation (including TB clearance and current immunizations) is on file. You may reach us at **530-224-4178** or submit documents via email to **preschool@eesd.net**.

We're excited to have you join us once everything is complete!

PARENT-TEACHER CONFERENCES

The Preschool Program staff encourages ongoing communication between the staff and parents. Parent-teacher conferences are required in the State Preschool Program and will be scheduled by your child's teacher twice a year.
During this time, the parent will have the opportunity to discuss their child's progress and share ideas for helping their child at home. If the scheduled conference week conflicts with your schedules, teachers may be available to meet at any time throughout the year.

PARENT ADVISORY COMMITTEE

The purpose of the Parent Advisory Committee is to bring parents and staff together to accomplish goals that will enhance our preschool program for the benefit of the children and to build relations between the parents and the staff. There will be between three and four meetings per year. You can sign up by contacting the preschool office Monday-Friday between 8:00am and 1:30pm at 530-224-4178.

Goals of the Parent Advisory Committee include, but are not limited to:

- To increase parent involvement.
- To have a parent representative for each class.
- Share ideas and suggestions.
- Parent representatives will bring any questions and concerns to the committee.
- Annually review the parent handbook.
- Share ideas on encouraging community involvement (i.e., donations).

COMMUNITY INVOLVEMENT

The Preschool Program encourages community involvement by communicating our philosophies, goals, and objectives, and providing information regarding our program via our preschool website.

Discipline

DISCIPLINE TECHNIQUES

Verbal Reminders:
Example: "Clean–up has already been called. What can I do to help you to clean up?"

Redirection:
Using redirection suggests an alternative choice of activities as a way of avoiding a possible upcoming conflict in the area where the child is currently playing. This procedure may also be used to remove a child from an activity when he/she is not behaving appropriately. Redirection provides an opportunity for the child to settle down while spending time with a staff member or to direct the child to another activity.

Conflict Resolution:
Children are encouraged to work out their difficulties with each other. Children might be asked, "What happened?" "What could you do instead?" If a child has trouble verbalizing his/her response, the teacher may ask the child, "What do you think?" or "Do you have any ideas?"

Logical and Natural Consequences:
The consequence needs to be directly related to the child's inappropriate behavior. We believe these disciplinary techniques will create an environment that will encourage cooperation and appropriate behavior. If a child's behavior threatens the physical or emotional health or safety of children or staff, the Expulsion Policy will become effective.

INTERVENTION/TERMINATION POLICY

The goal of the program is to enhance students' positive social skills and to encourage conflict resolution whenever possible. Occasionally, incidents occur that cannot be handled during class time and/or need more intensive intervention. If a child's behavior requires intervention, the following process will apply:

Step One: Written Notice
The parent will receive a written notice describing the particular behavioral issue of concern. The notice will include an invitation to call the teacher to discuss the matter. A copy of the written notice will be sent to the Preschool Office.

Step Two: Parent-Teacher Conference
During the conference, an action plan will be developed and signed by both the teacher and parent as to the course of action that will result in the best interest of the child, the family, and the program. The action plan will include some and possibly all of the following steps:

1. Teacher and Program Director will observe and document behavior. The teacher will contact the parent to schedule a parent conference to formulate and carry out a positive discipline plan to help the child feel more successful in the program. Depending on the severity and frequency of the child's inappropriate behavior, a parent may be asked to stay and support his/her child until the child has enhanced his/her social skills and is demonstrating appropriate behavior.
2. With the parents' permission, the State Preschool Program may bring in District Support

Specialists to provide resources and additional support for the child.
3. Non-adherence to the action plan will result in termination. The parent will receive a "Notice of Action" form, giving a 14-calendar day notice to find other arrangements for their child.

IMMEDIATE EXPULSION

If a child or parent commits an extremely serious offense, the child may be immediately terminated from the program without previous written notice, per district policy. Such examples would be the following:

- Running away from supervision.
- Behavior that endangers the health and safety of others.

Every effort will be made to provide a safe and secure learning environment for all children. The State Preschool Program will follow due process as described in 5 CCR §18119-18122.

PARKING LOT SAFETY

The following rules must be observed at all State Preschool sites:

- Enter and exit by following the arrows.
- Park ONLY in a designated space so other cars and pedestrians will not be blocked from passing. Observe "NO PARKING" signs so that emergency and delivery vehicles have access.
- Turn off the car engine and take the keys with you. DO NOT LEAVE OTHER CHILDREN, purses, or valuables in your car.
- For the safety of the children when entering and leaving through gated areas, please latch any gates.
- All children must be accompanied by an adult while in the parking lot.

The above information must be conveyed to anyone who will sign in and/or out your child from the State Preschool Program.

Disenrollment of Childcare Services

Families may lose services for causes which may include, but are not limited to:

- Exceeding the Schedule of Income Ceiling for families enrolled under our CSPP contract.
- In cases where a parent has demonstrated an unwillingness to comply with the policies and procedures of the district, the child may be terminated from the program.
- Failure to provide verification of required documents within 30 days of enrollment may be grounds for termination.
- Three late pickups after the contracted departure time.
- Abandonment of care services (see page 14 for details).
- Harassment- inclusive of but not limited to a person whose behavior presents a risk to children or staff. Use of profane language, making threats, destroying property, or affecting the personal rights of others.
- Violation of Enterprise Elementary School District policy regarding drugs, alcohol, tobacco, and weapons.
- Substantiated evidence of fraud when providing documentation for subsidized child care eligibility.

General Policies

CLOTHING

Because of the wide range of activities, it is recommended that children wear washable, comfortable clothing. For water and art activities, the program provides aprons or smocks. Please provide tennis shoes or other closed-toed shoes so that your child may safely climb and run. Check that shoes fit well, as poorly fitted footwear can cause accidents. It is recommended that parents bring an extra set of clothing for their child in the case of an accident. (Please make sure the clothing is marked with your child's name.)

STUDENT USE OF TECHNOLOGY

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS) Each student who is authorized to use district technology shall have on file at his/her school acknowledgement of receipt of this Enterprise Elementary School District Acceptable Use Agreement and Release of District from Liability, signed by his/her parent/guardian (and student, where applicable) as an indication that they have read and understand the agreement. These activities vary by site and include, but are not limited to, tablet computers, desktop computers, and interactive boards.

PHOTOGRAPH

Photographs of students may be published, together with their names, except when their parent/guardian has notified the Office of the Superintendent, in writing, not to release the student's photograph. Such requests must be renewed annually within 20 days of enrollment. Photographs of groups of students, such as at a school event, ie, pep rallies, school-wide activities, etc., may be published provided that students' names are not included for those whose parents/guardians have presented the aforementioned request to the Office of the Superintendent.

TOYS AND CANDY

Please do not send toys except on sharing days with the teacher's permission. The program cannot be responsible for any lost or damaged items. Candy and gum are not permitted.

CONFIDENTIALITY OF INFORMATION

The use or disclosure of financial or other information concerning children or families will be limited to purposes directly connected with the administration of the State Preschool Program. No other use of the information is made without the parent's prior written consent. Parents have access to all information contained in their own child's file.

LEGAL SURNAME POLICY

All students are recorded and referred to by their legal surname, as documented on the legal birth record or a Court Order of Change of Name. A request from a parent to have a student's surname changed in the school records will be honored only with legal documentation.

CHILD ABUSE POLICY

The California Penal Code states that our staff must report any unusual marks found on a child, or statements made by a child that may indicate "suspected" abuse or neglect, to the police or Child Protective Services. Failure by our staff to report suspicious situations within 36 hours is a misdemeanor for the staff member, punishable by six months in jail and/or a $1,000 fine.

MEGAN'S LAW

The State of California has passed legislation that allows a parent to check with local law enforcement agencies to see if there are people residing near their home or your child care program who are registered sex offenders. Registered sex offenders include people convicted of crimes ranging from indecent exposure to rape or molestation.

CALIFORNIA CAR SEAT LAW

- 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 who are 8 years of age OR have reached 4 feet 9 inches in height may be secured by a booster seat, but at a minimum must be secured by a safety belt(California Vehicle Code Section 27363)

Violation of these safety seat laws may result in fines of up to $250 or more, and your automobile insurance rates may increase. The State Preschool Program is required by law to notify Child Protective Services or local police authorities of non-compliance with this law. For more information about safety seats and booster seats, call your local health department at (530) 225-5850 or 1 (800) 300-5122. You can also visit and/or call

- Safety Belt Safe U.S.A. at 1-800-745-SAFE (English) or 1-800-747-SANO (Spanish) www.Carseat.org
- California Highway Patrol at - www.chp.ca.gov/programs-services/programs/child safety-seats

PROBLEM-SOLVING

Always check with your child's teacher if you have questions or concerns. Contact the classroom teacher if you:

- Have medical concerns, or your child is ill.
- Have a concern about discipline in the program.
- Have a child having program behavior problems.
- Change your phone number, address, or job (income-eligible status).

SPECIAL CONCERNS

If you have a concern about the preschool program, please discuss it with the staff in the following order:

1. Preschool Teacher
2. Preschool Program Director
3. Superintendent
4. Contact the State Licensing Office

Community Care Licensing
530 Cohasset
Chico, CA 95926
530-895-5033

Parent and Teacher Signature Page

My signature below indicates that:

- **I have received and will review the 2026/2027 Preschool Handbook for Parents and Guardians.**
- **We understand and agree to be bound by all of its policies and requirements.**

_____ _____

Parent/Guardian Name (please print) Parent/Guardian Signature

_____

Child's Name Date

Teacher _____