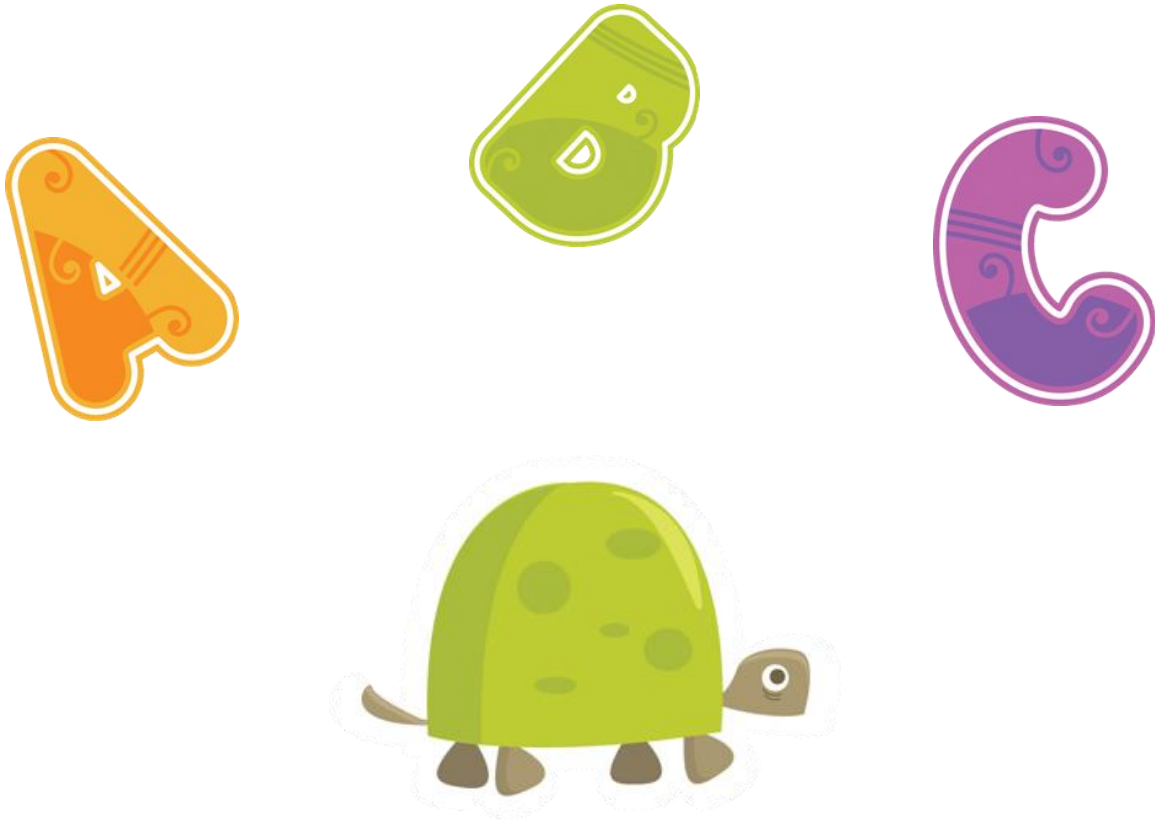
Pleasant Valley School District
Preschool Program

Las Posas ***PVSEA***

Parent Manual



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Welcome to Pleasant Valley School District Preschool Program

We are happy to be able to serve your needs for preschool. Pleasant Valley Preschool is an integral part of the Pleasant Valley School District's total education program. By carefully reading this handbook, you will become familiar with this program and knowledgeable of your responsibilities.

TABLE OF CONTENTS

Philosophy, Mission and Objectives	3
Our Program	4
Enrollment	5
Eligibility and Need	6
Fees, Ratio, Confidentiality	9
Termination of Services, Office Hours of Operation, Attendance	10
Absences	11
Policy on Discipline	12
Parent Involvement	13
Holidays, Clothing, Toys and Sharing, Nutrition	15
Health and Safety	16
Extract From Ed. Code- Staff Protection	17
State Right of Authority , Uniform Complaint Procedures	18
Sexual Harassment Policy	19
Child Abuse Prevention	20
Parent's Rights	24
Personal Rights	25

Philosophy

The philosophy of the Pleasant Valley School District (PVSD) Preschool is based upon the belief that each child deserves the opportunity to develop to his/her fullest potential. Children come to the PVSD Preschool from varied backgrounds and at different levels of maturity, each with their own unique ability to give and receive. Those responsible for the program are challenged to create an environment which will foster the physical, mental, emotional and social development of all the children in the school.

Each child needs a wide range of experiences in order to develop as they grow from one developmental level to the next. A warm, accepting atmosphere helps a child make the transition from home and family to socializing in a group of his/her peers.

Learning is an on-going process which begins for each child in the home. There is a relationship among all areas of children's learning. Experience in PVSD Preschool should complement what the child is learning in the home. There should be continuity in the children's educational experiences as they progress from home through preschool and then on to the elementary classroom.

Teachers with broad academic backgrounds, including Child Development and Early Childhood Education, are required in order to provide the optimal school experience. Because children's experiences in their early years are of the utmost importance in determining their later adjustment to and success in school, their first teachers should be knowledgeable about child development, and skilled at implementing developmentally appropriate practice.

The PVSD Preschool teachers recognize that children are best understood and supported in the context of family, culture, and community. The uniqueness, dignity, and worth of each child are valued by each teacher and staff member. Parents are acknowledged as the child's first teachers, and collaboration between home and school is actively encouraged. With the help of the parents and by means of a curriculum sensitive to individual progress, teachers assist each child in his/her first steps on the road to maturity.

Mission Statement

The PVSD Preschool Program nurtures cognitive, social-emotional and physical development and success by supporting and engaging in valuable, developmentally appropriate educational opportunities and by partnering with families, so that all children develop and achieve at their highest potential.

Objectives

The fundamental aim of the PVSD Preschool Program is to provide an environment in which children can grow to their fullest potential. PVSD Preschools offer a curriculum derived from the needs of growing children and dedicated to their maturation. These are the objectives of our program:

- To foster and protect the children's physical health.
- To promote emotional stability.
- To encourage the development of self-identity.

- To create an environment in which each child may participate as an individual within the group.
- To provide social experiences that will stimulate a sense of personal responsibility and an awareness of the rights of others.
- To provide a wide range of creative experiences.
- To encourage the development of language and conceptual skills.
- To help the child develop habits that lead to effective learning.
- To offer a variety of experiences that will satisfy and stimulate the children's curiosity about the world around them.
- To help parents achieve increased understanding of children and of their parental role.
- To hire caring, knowledgeable teachers.
- To provide on-going staff development so that our teachers remain highly trained in effective child development strategies and techniques.

Our Program

During the hours away from home, the school will provide children with safe, satisfying experiences which help them to grow and develop through a program especially planned to meet the needs of young children.

Opportunities to learn and grow through a variety of experiences will include:

- Materials that lend themselves to the active "business" of young children: equipment for climbing, pulling, and swinging; blocks, boards, and boxes for building; toys for dramatic play as mommies, daddies, teachers, firefighters, police officers, cowboys, spacemen, etc.
- Developmentally appropriate educational materials are combined with teacher guidance to stimulate children's minds and encourage their intellectual development.
- Creative material for self-expression: clay and play dough to squeeze and shape; easels and finger-paints; wood and tools; water and sand; and opportunities to find one's own way to use materials creatively.
- Quiet times with stories and books; songs, records, and creative rhythms, puzzles and small toys.
- 21st century learning experiences.

Special Events

Special events may be scheduled and your child is encouraged to participate in them. Parents are welcome to attend special events. You will be notified in advance asked to sign any required permission slip before the day of the event. Care will not be provided for those choosing not to participate.

Enrollment

Non-Discrimination Policy

In accordance with the California Laws relating to minors, no child will be refused admission to the PVSD Preschool Program based on sex, sexual orientation, gender, race, ancestry, ethnic group identification, religion, national origin, or color or mental or physical disability.

We welcome children with disabilities and understand the requirements of the American with Disabilities Act (ADA) and make and implement reasonable accommodations for children with disabilities.

Enrollment Capacity

PVSD Preschool Program's enrollment capacity is specified and limited by its license. Our license is posted in each classroom.

Health Requirements

Newly admitted children must have had a physical exam within 12 months previous to the first day of attendance and annually thereafter. ***Failure to provide an updated Physician's Report may result in the preschool student being place on "hold" and unable to attend class until the mandated document is submitted.*** Children attending PVSD Preschool Program should be making strides toward bathroom independence ahead of starting preschool. Pull-ups or training diapers are not permitted unless medically necessary in which a physician's notice must be on file. PVSD Preschool staff views parents as partners and are happy to support a toileting plan for your child. Please speak with Program Director and/or classroom teacher for further information.

Admission immunization requirements for school attendance are:

- POLIO - 3 doses
- MEASLES, MUMPS, RUBELLA - 1 doses (if taken after 16 months of age)
- DPT, and A - 4 doses
- VARICELLA- 1 dose
- HIB- 1 dose after the 1st birthday
- Hep B- 3 doses

Starting January 1, 2021, (SB276 and SB 714) new immunization medical exemptions can only be issued through the California Immunization Registry - Medical Exemption (CAIR-ME) website by physicians licensed in California. Schools can only accept from parents' new medical exemptions that are issued using CAIR-ME (https://cair.cdph.ca.gov/exemptions/home).

Parents can create an account and log into CAIR-ME to submit a request for a medical exemption. Parents then take the exemption request number to their child's physician who can log into CAIR-ME to issue the exemption. Once the exemption is issued, the physician prints the two page form and provides a copy to the parents to give to their child's school.

If there is good cause to believe that the child has been exposed to a disease, that child may be temporarily excluded from the school until the child is no longer at risk of development or transmitting the disease.

The California Department of Public Health, Immunization Branch has provided a Frequently Asked Questions regarding Senate Bill 277 at http://www.shotsforschool.org/laws/sb277faq/

Eligibility and Need

Children shall be eligible for subsidized services if their family meets one or more of the criteria specified by the California Department of Education.

Eligibility is based on documentation and verification of at least one of the following:

1. Current cash aide recipient (categorically eligibility for CalWORKS Stage 2 (C2AP)
2. Income eligible
3. Homeless
4. Recipient of child protective services or at risk for neglect, abuse, or exploitation
5. Means-tested government program
6. Exceptional needs / IEP

Families receiving part-day, part-year services shall meet the eligibility criteria as specified below.

Cash Aid Recipient

If eligibility and need is based on Cash Aid recipient, documentation is required by providing one of the following:

1. Receipt of Cash Aid
2. Passport to Services
3. GEARS
4. CalWin

Documentation of Income

If the basis of need is based on income, the parent is responsible for providing documentation of the family's total countable income, and the contractor is required to verify the information.

Documentation of Employment

If the basis of need is employment of the parent(s), the documentation of the parent(s) employment shall include the days and hours of employment.

Documentation of Self-Employment

If the parent is self-employed, the documentation shall consist of parent provided information that consists of the following: a declaration of need under penalty of perjury that includes a description of the employment and an estimate of the days and hours worked per week. Days and hours worked per week can be demonstrated by one or more of the following: appointment logs, client receipts, job logs, mileage logs, a list of clients with contact information, or similar records, and as applicable, a copy of a business license, a workspace lease, or a workspace rental agreement. PVSD Preschool Program shall assess

the reasonableness of the total number of days and hours requested per week based on the documentation provided.

Documentation of Seeking Employment

If the basis of need is seeking employment, the parent's period of eligibility for childcare and developmental services is limited to 60 consecutive working days unless employment is found, at which time the balance is available for the remainder of the contract period. Services shall occur on no more than five days per week and for less than 30 hours per week. Documentation of seeking employment shall include a written parental declaration signed under penalty of perjury stating that the parent is seeking employment and shall include the parent's plan to secure, change, or increase employment and shall identify a general description of when services will be necessary.

Participation in Vocational Training

If the basis of need is vocational training, the parent shall provide documentation of the days and hours of vocational training to include:

1. A statement of the parent's vocational goal.
2. The name of the training institution that is providing the vocational training.
3. The dates that current quarter, semester, or training period, will begin and end.
4. A current class schedule or document that includes all of the following; the classes in which the parent in currently enrolled, the days of the week and times of day of the classes and the signature or stamp of the training institutions registrar.
5. The anticipated completion date of all required training activities.

Documentation of Seeking Permanent Housing

If the basis of need as stated on the application for services is seeking permanent housing for family stability, documentation shall include a written parental declaration signed under penalty of perjury that the family is seeking permanent housing. The declaration shall include the parent's search plan to secure a fixed, regular, and adequate residence and shall identify a general description of when services will be necessary. If the family is residing in a shelter, services may also be provided while the parent attends appointments or activities necessary to comply with the shelter participation requirements.

Documentation of Parental Incapacity

If the basis of need as stated on the application for services is parental incapacity, child care and development services shall not exceed 50 hours per week and documentation shall include a release signed by the incapacitated parent authorizing a legally qualified health professional to disclose information necessary to establish that the parent meets the definition of incapacity. The documentation of incapacitation provided by the legally qualified health professional shall include:

1. The days and hours per week that services are recommended to accommodate the incapacitation. This may include time for the parent's regularly scheduled medical or mental health appointments.

2. The probable duration of the incapacitation; and
3. The name, business address, telephone number, professional license number, and signature of the legally qualified health professional who is rendering the opinion of incapacitation and, if applicable, the name of the health organization with which the professional is associated.

PVSD Preschool Program may contact the legally qualified health professional for verification, clarification, or completion of the provided statement.

Documentation of Homelessness

If the basis of eligibility stated on the application for services is homelessness, the documentation of homelessness shall include a written referral from an emergency shelter or other legal, medical or social service agency; or a written parental declaration that the family is homeless and a statement describing the family's current living situation.

Child Protective Services

If eligibility and need are based on child protective services, then a written referral from a county welfare department, child welfare services worker is required, dated within the six (6) months immediately preceding the date of application for services certifying that:

1. The child is receiving child protective services and that child care and developmental services are a necessary component of the child protective services plan; and
2. The probable duration of the child protective services plan; and
3. The name, address, telephone number, and signature of the child welfare services worker who is making the referral.

At Risk of Abuse, Neglect, or Exploitation

If eligibility and need are based on the child being at risk of abuse, neglect, or exploitation, then a written referral from a legally qualified professional from a legal, medical, social service agency or emergency shelter is required, dated within the six (6) months immediately preceding the date of application for services certifying that:

1. The child is at risk of abuse, neglect, or exploitation and that the family needs child care and development services; and
2. The probable duration of the need for child care and development services; and
3. The name, business address, telephone number, and signature of the legally qualified professional from the legal, medical, or social services agency, or emergency shelter that is making the referral and information that identifies the agency or shelter with whom the individual is associated. (Legally qualified professional means a person licensed under applicable laws and regulations of the State of California to perform legal, medical, health or social services for the general public. 5CCR Section 18078 (l)

Enrollment Updating

Families will be re-certified once every twenty-four months. At the time of recertification, you will be required to provide current income documentation and other supporting documentation as requested. If you have current court orders we must keep a copy in our files.

Fees for Tuition

Subsidized Program (CSPP)

Children are admitted according to enrollment criteria and priority and wait list procedures as established and monitored by the California Department of Education.

Parent Paid Tuition (Full Cost)

Families who do not qualify for subsidized services may choose to participate in the program and pay the full cost tuition. If there are no immediate openings, interested families will be placed on our wait list; which is on a first come, first served basis. Admission will be granted on the basis of availability with CSPP eligible families having priority to all open slots. Parents will be notified by phone when an opening becomes available.

Tuition information

1. Tuition is collected in advance and is due by the 5th of each month.
2. Tuition is the family's full portion of costs.
3. Receipts are provided upon request and include amount paid and period of services. They are to be kept for tax purposes.
4. Tuition not received by the 5th of each month is considered delinquent and a $30 late fee will be assessed. If that occurs, a Notice of Action to terminate services in two weeks will be issued to the parent stating the amount of unpaid fees, daily rate, and the period of delinquency. Services will be terminated if the balance is not paid in full or a reasonable payment plan arranged. If circumstances arise that cause you to have difficulty making your payment, please call us as soon as possible. We are happy to make payment arrangements.
5. Payments can be made online via our Procare system.
6. Please write your child's first and last name on your check or money order.
7. Checks and money orders should be made out to PVSD.
8. A $35 fee will be applied to returned checks. Personal checks will no longer be accepted for the duration of the fiscal year; payments must be made in cash, by cashier's check or money order.

Ratios

PVSD preschool follows the guidelines set forth by the state for adult-child ratios.

Confidentiality

PVSD Preschool Program's policy pertaining to confidentiality of family records and information has been adopted by the governing board and includes provisions for:

1. Maintenance of eligibility and family service records in secured files.
2. Limited access to the above information.
3. Release of information from family records.
4. Need for written permission to use photographs of children for purposes outside the program, to release confidential information, and to allow children to participate in research.

As a classroom volunteer, you may observe situations which cause you to have concern for a child or family. Please share these observations only with the classroom teachers. Every

family has a right to privacy, and informal conversations with another parent or volunteer regarding a child may be a violation of that right.

Termination of Services

If a family is terminated for failure to follow PVSD Preschool Program policies and procedures and/or state guidelines, services will be terminated for a minimum of one year from the date of termination.

While we always hope that we can serve all families without the need for termination, there are times when termination is necessary.

The following are examples of reasons services may be terminated:

- Failure to provide requested documentation in response to an *Incomplete File Notice* by the date indicated on the notice.
- Failure to pay tuition or other assessed fees on time.
- Failure to comply with any other regulation set forth by the California Department of Education, Child Development Division.

Office Hours of Operation

PVSD Preschool Program operates half-day programs (DCS, LPS). The PVSD District Office is open from 8:00 a.m. to 4:30 p.m. daily, Monday through Friday.

PVSEA - Early Ed. Campus
550 Temple Ave. , Camarillo
Part Day Program
Morning 8:00 a.m. – 11:00 a.m.
Afternoon 12:00 pm. - 3:00 pm.

Las Posas (LPS)
75 Calle La Gurerra, Camarillo
Part day program
Morning 8:15 a.m. – 11:15 a.m.

Attendance

Daily attendance is extremely important. The preschool years can be the most productive learning years in a child's life. It is a time of vast brain development. The brains of preschoolers are working to create organization through consistency. It is essential that routines and limits for preschool children be established and are adhered to. That is why the consistency of regular attendance is so important. Children are born ready to learn. They cultivate 85% of their intellect, personality and skills by the age of five. Research shows that the long-term effects of early education on a child's social and emotional development may be the most important outcome of a high quality preschool education. Unless children attend preschool on a regular basis, they are not likely to benefit fully from all the enriching experiences and learning opportunities. It is important that children arrive and depart on time daily.

Parents may be required to attend a case conference, with center staff, to resolve attendance issues.

Signing In And Out

Your child must be signed in and out daily with the exact time and the legal signature of the adult. **You must sign in or out at the time of arrival and pick-up.** Signing in or out in advance is not permitted. Our program uses the Learning Genie app. for contact-less sign in/ out of our program. Your teacher will provide you with needed information on the app.

Adults listed on the emergency card are the only people allowed to sign children out. Children will not be released to any adult that does not have the authorization or proper identification (California Department of Education Title 5 defines an adult as a person who is at least eighteen (18) years of age). In the event of an extreme emergency, the PVSD Preschool program will require a written note and a phone call by a parent or legal guardian prior to pick-up time and the person picking up the child will be required to show a valid photo ID. We ask for your cooperation if you are asked for ID. If the staff doesn't know you, they will ask for ID to be certain we are releasing your child as you requested.

Names may be added or removed to the emergency card at any time. Phone numbers must be kept current.

PVSD Preschool program staff will follow the mandate of a written court order ONLY if the correct paperwork is on file. By law we cannot withhold a child from a biological parent unless legal action has been taken.

Staff will strictly enforce these procedures; no exceptions will be made.

Absences

The California Department of Education and Community Care Licensing require attendance records and daily attendance tracking. The parent or an authorized representative must record the child's actual time of arrival and departure on a daily basis with a full, legal signature.

Please call the school on the morning of the absence and list the reason for the absence, along with your signature, in the Learning Genie app. If a reason for the absence is not listed it will be considered unexcused.

Excessive unexcused absences may result in your child being suspended or terminated from the program. Five unexcused absences is considered excessive.

Excused absences include:

1. Child illness or quarantine
2. Parent illness or quarantine
3. Court ordered visitation (need copy of court order)
4. Family emergency- impromptu crisis or life threatening situations, transportation challenges, medical appointment for siblings, sibling illness, death of immediate family member, natural disaster

In addition, your child is allowed 10 days of excused absences in his/her "best interest". These days include:

Best Interest:

1. Vacation
2. Parent day off
3. Observance of a religious holiday
4. Stayed with parent/relative not living in the home (not court ordered)
5. Other reasons which are clearly in the best interest of the child

Absences that do not fall under any of the above categories are considered unexcused. Unexcused absences may not exceed 5 days per school term.

<u>Unexcused</u> absences include:

1. Overslept
2. Chose not to bring child to school
3. Child did not feel like getting up/going to school
4. Bad weather
5. Family errands
6. Court appearances not requiring the child

Policy on Discipline

At the PVSD Preschool Program, positive reinforcement is the main form of discipline. Positive behavior is acknowledged, thereby creating a positive way of thinking for each child. Limits, both inside and out, are clearly established and when necessary, redirection will be initiated for any child taking advantage of a rule.

In general, rules are made by the staff and children. Discipline is designed to promote the development of self-direction, self-control and socially acceptable behavior. This is accomplished through sensitivity, consistency, firmness, and follow-through.

We will not physically discipline a child in any manner.

The following behaviors are not acceptable:

1. Disrupting the program.
2. Endangering the health or safety of children, staff, or other adults.
3. Continuous refusal to follow acceptable rules of behavior.
4. Habitual use of profanity, vulgarity, or obscenities.
5. Leaving the center without permission.
6. Theft or damage of center property.
7. Possession or use of illegal substances.
8. Inappropriate sexual conduct.
9. Possession of any weapons.

When a child has not been meeting the behavioral standards of our program, the following steps will be taken:

1. The teacher will discuss the situation, feelings, and alternatives with the child.
2. The behavior will be documented, along with what provoked the behavior, and what the teacher did to modify the behavior. A behavior note will be sent to parent(s) via Learning Genie along with a conversation with parent via phone or in-person at sign in/out.
3. If the behavior continues (3 or more occurrences of the same behavior), a behavior evaluation plan may be completed by the teacher and implemented for two weeks.
4. The family and Program Director will be notified of the issue.
5. If the behavior continues after the behavior evaluation has been implemented and monitored for two weeks, the Program Director will meet with the family to develop a plan.
6. If the problem is not resolved, the situation will be analyzed and the child may be removed from the program. *At any time, if the child's behavior threatens the safety or well-being of the other children, himself/herself, or staff, the parent will be notified and expected to pick up the child within one hour. Extreme or violent behavior may result in immediate removal from the program for an unspecified amount of time to be determined on an individual basis.* A family, child, staff meeting must be held prior to the child returning to the program. Family/child's failure to comply with the above policies may result in termination from the program.
7. Termination from the program will be considered in extreme situations after all reasonable interventions and resources have been exhausted.

Parent Involvement

Volunteering

The key to a successful year for your child is parent support for the PVSD Preschool Program and the many educational experiences we will provide. We need your support to be successful. The key ingredient is a partnership between the home and school. For this reason, we welcome parent volunteers into our program. You will be provided with more information on volunteering at your first parent-teacher conference including immunization requirements and an application to volunteer. Volunteers will be approved by the Program Director.

Open Door Policy

Our agency has an open door policy for parents and guardians of children enrolled in the program. Parents and guardians, upon presentation of identification, have the right to enter the child care facility in which their children are receiving care. The open door policy is limited to normal operating hours.

The law authorizes the program to deny access to a parent or guardian under the following circumstances:

1. The parent or guardian is behaving in a way which poses a risk to the children and or staff in the facility

2. The adult is a noncustodial parent and the facility has been provided with a court order which denies access to the noncustodial parent.

Parent Advisory Committee

A representative group of parents may be invited to serve on a volunteer basis on the Parent Advisory Committee (PAC). The purpose of the Parent Advisory Committee is to support the preschool's philosophy and goals by evaluating the program, making recommendations, and participating in solutions or innovations that help the program reach its goals. If you are interested in participating in PAC, please contact the Program Director.

Parent Education Classes

Parent education classes will be offered throughout the school year. We invite all parents to participate in these informative programs. Notices for parent education classes will be distributed at the school site. Topics for parent education classes may include the following:

Fine Motor Development in Early Learning	Early Childhood Literacy Importance and Home/School Connections	Understanding Young Children Social/Emotional Development

Parent Conferences

There will be two individual conferences between staff members and parents. These will be opportunities to exchange information about your child's development, both at school and at home, and the cooperative planning of his/her continued growth in all areas of development. The staff hopes that you will feel free and want to ask for such conferences whenever *you* feel the need for them.

Enhancing the Home/School Connection

Build a connection between home and school, children will benefit tremendously.

- Check cubby daily and take art work home to display.
- Stay active with your teacher in Learning Genie.
- Check notices in Learning Genie and/or sign-in book.
- Respond to all notices immediately; call or email if you have any questions.

Holidays

Many of the classroom teachers choose to celebrate seasonal holidays with special activities. You are always welcome to participate with the required volunteer immunization documentation on file. Please note that State law prohibits any form of religious instruction or worship within the classroom or program.

Clothing

Play clothing is necessary in order for children to be uninhibited in their physical activities. Creative materials can be messy, so please dress your child accordingly. Closed toed-shoes must be laced and worn with socks: N**o sandals, thongs**, **flip-flops**, etc. These are restrictive and dangerous to outside play.

We realize that accidents may occur and therefore you must provide a full set of **labeled** clothing for your child to change into. This should consist of one pair of pants or shorts (in the warmer months), one shirt, one pair of underwear, and socks. Be sure to label them in permanent ink. Please check often to make sure these are available and still fit correctly. If your child does not have a change of clothes in his /her cubby, you will be called to bring clothes.

In order to make it easier for children to use the bathroom by themselves, make sure they are dressed in clothing they can manage. Some buckles, snaps and belts can be frustrating and may lead to accidents due to the difficulty level. Elastic waist pants are preferred. Overalls are not recommended.

Toys and Sharing

Sharing is a valuable learning experience for young children. The teachers will let you know of any sharing objects from home events in the classroom. **Toys from home are not permitted in school. Should your child need a security item from home, this may be authorized by your child's teacher with a plan to wean the child from the item.**

The preschool classroom is not responsible for toys, jewelry, money, and other personal belongings brought from home.

Nutrition Policy

The PVSD Preschool Program will provide a meal free of charge to the children according to the regulations set by CACFP (Children and Adult Care Food Program), The CDE (California Department of Education) and The USDA (United States Department of Agriculture) following the meal pattern and the Food Buying Guide. The meal will be provided by the PVSD Food Service Program and a menu will be posted in the classroom.

Meals are served with children and staff eating together. Adults give children guidance by word and example. The children are introduced to new foods, and new ways of preparing familiar foods. Ethnic foods are frequently included in the menu.
Children with allergies will be handled on a case-by-case basis.

Adults may not bring food or special snacks from home or snacks that are purchased at the store. This includes food for birthday celebrations. As an alternative, parents may donate a book to the class or send bags with stickers, pencils, etc.

Health and Safety

We share with you the responsibility of protecting your child and all children enrolled in our school. For this reason, we ask that you please keep your child at home if he/she has any symptoms of illness, particularly the beginnings of a cold or flu. We will notify you when your child has been exposed to an illness at the school, and ask that you would inform us if you are aware of exposure elsewhere.

We handle the following health and safety matters in these ways:

1. Minor injuries are cared for by the teachers or school health office.
2. Parents are notified of severe bumps, cuts, etc.
3. In case of an emergency, the parent will be called and the doctor listed on your registration form will be contacted whenever possible. In the event of an emergency, a visit to a local hospital will be made if others cannot be reached.
4. If your child becomes ill during the day: We will isolate him/her from the group and call you to arrange for pick up within 30 minutes of receiving our phone call. We do not have facilities at the preschool sites for the care of a sick child for a long period of time, and a sick child really wants to be at home and with his/her family.
5. A child who has a fever or is vomiting or has persistent diarrhea, may not return to school for 24 hours after the condition has ceased (free from medication).
6. Children wearing casts, using crutches, or recovering from a serious illness requiring hospitalization will be permitted to attend school with the written and signed permission of a physician.

Medications at School

The school requires a written request signed by a physician and parent/guardian and an adequately labeled bottle from the pharmacy before a pupil may receive oral medication at school. Forms are available upon request.

- Please note the physician's directions must match the directions on the RX bottle.

Communicable Disease

Children who are suffering, or appear to be suffering, from a communicable disease should not be in school. The child should remain out of school until he is free of symptoms or brings a note signed by a physician that the child is not in a communicable state. Please notify the school office if your child is being treated for a communicable disease.

Disaster Procedures

The PVSD school district and sites have emergency care and disaster action plans in place. Each staff person has specific assignments that they are responsible for during an emergency. PVSD staff hold a certificate in first aid and adult/child CPR.

In the event of an emergency, please refer to your school handbook for specific instructions and procedures for your school site.

Health Services and Referrals

The PVSD Preschool Program collaborates with the Pleasant Valley School District and other community agencies to provide family resources such as: dental, vision, and hearing screenings, referrals for family and District services.

Safe Driving and Parking Procedures
Please see your school site handbook for pick-up and drop-off procedures.

Extracted From Education Code - Staff Protection

Willful Interference with Classroom Conduct
44810. In keeping with our philosophy of respect for all individuals, we will not tolerate verbal or physical abuse by anyone (adults or children) towards other (adults or children.) Parents of children in the program who are physically or verbally abusive toward children or adults on the school grounds will be jeopardizing their children's enrollment in the program. This behavior will cause termination of the child's enrollment. Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school, who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor, and is punishable by a fine of not less than one hundred dollars ($100) nor more than one thousand dollars ($1,000), or by imprisonment in the county jail for not more than six months, or both. (added by Stats. 1983, Ch 1092)

Insults and Abusing Teachers
44811. Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding $100, by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills (Am. 1988, Ch. 762)

State Right of Inspection Authority

(a) Section 101195 INSPECTION AUTHORITY OF THE DEPARTMENT OR LICENSING AGENCY

(b) The Department of licensing agency shall have the authority to interview children or staff, and to inspect and audit child or facility records without prior consent.

(1) The license shall make provisions for private interviews with any child(ren) or any staff member; and for the examination of all records relating to the operation of the facility.

i. The Department or the licensing agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

Uniform Complaint Procedures

It is the intent of this agency to fully comply with all applicable state and federal laws and regulations. Any individual who believes they have been the victim of discrimination or unfair practice by the program may file a complaint. All complaints filed against the program will be investigated in accordance with state law. Complainants also have the option of contacting the California Department of Education, Child Development Division directly:

California Department of Education
Child Development Division
Complaint Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814

Pleasant Valley School District's Uniform Complaint Procedures

The Governing Board recognizes that the District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The District shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the District's uniform complaint procedures. The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, 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 a local agency, which is funded directly by or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and 5) unlawful imposition of pupil fees for participation in educational activities in public schools.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to Human Resources who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. A complainant may appeal the District's decision to the California

Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulation sexists; including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact the District Office for additional information or assistance. The Governing Board designates the following compliance officers to receive and investigate complaint sand ensure district compliant with law:

Employee Complaints
Human Resources Department

Parent and Student Complaints
Katie Burchell
Assistant Superintendent

600 Temple Avenue
Camarillo, California 93010

Sexual Harassment Policy

The Governing Board is committed to maintaining a learning and working environment that is free from harassment. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both Federal and State Law. Therefore, the Ventura County Board of Education prohibits sexual harassment in all schools and facilities within the organization. PVSD regards sexual harassment as improper, immoral, illegal, and such actions will not be tolerated. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidents of sexual harassment, please contact the District Office (EC 231.5, EC 48980)

Facing the Facts:
A Parent's Guide to the Understanding of
Child Sexual Abuse

What is Sexual Abuse?

The sexual abuse of a child occurs whenever any person forces, tricks, or threatens a child in order to have sexual contact with him or her. This contact can include such "non-touching" behaviors as an adult exposing himself or asking a child to look at pornographic material. It includes behaviors ranging from the sexual handling of a child (*fondling*), to actual genital contact, to intercourse, to violent rape. In all instances of child sexual abuse, the child is being used as an object to satisfy the adult's sexual needs or desires.

> Candy is my best friend. I play at her house a lot. Today her daddy asked us to look at some pictures. They were many pictures of people with no clothes on. He said, "Doesn't that look like fun"? I didn't think so, but I said, "Yes."

Who Gets Sexually Abused?

Any child of any age is potential victim of sexual abuse. Some important facts to keep in mind:

- Although a majority of adults do not sexually assault children, most sexual abuse occurs with an adult the child knows and trusts.
- Most sexual abuse goes unreported and undetected.
- Although we do not have exact numbers, some studies have found that one out of every four girls and one of every ten boys become victims of child sexual abuse by the age of eighteen.
- Children often keep sexual abuse a secret.

> When Mommy goes to work, I stay at Mrs. Jenkin's house. I wish I didn't have to. Mommy says Mrs. Jenkins is a real nice lady, but Mrs. Jenkin's son, Ralph, sometimes makes me do bad things. Yesterday he made me take off my underwear, and he put his finger in my "privates." He said, "You better not tell!"

How Can You Determine If Sexual Abuse Has Taken Place?

First and foremost, if your children confide that they have been sexually assaulted, believe them! Children very seldom lie about such a serious matter. Also, be aware that most sexual abuse does not result in the child being violently attacked or hurt physically. Often there is no physical evidence a child has been molested. Fondling, involvement in child pornography, and oral sex usually present no physical signs of abuse. But, if a child has been physically harmed as a result of sexual abuse, the following may be signs of this occurrence:

- A discharge from the vaginal area or penis
- Injury to the genitals or anus
- Pain, itching, or bleeding in the genital or anal area
- Discomfort in walking or sitting
- The discovery of a sexually transmitted disease

Children, especially very young children, are many times unable to verbalize that they have been molested. The following are some indicators that sexual assault may have taken place:

- Nightmares and sleep disturbances.
- Bedwetting
- Fear of certain places or certain people (such as a day care center or a friend)
- Loss of appetite
- Clinging to parent more than usual
- Behaving as a younger child (such as an older child sucking his or her thumb)
- Unexplained changes in behavior at school, day care, or in relations with peers
- Withdrawal
- Acting out the abuse with dolls, friends, or through drawings

- Excessive masturbation

Keep in mind that although these are the most common signs of sexual abuse, there may be other causes for these changes. However, sexual abuse **should not** be ruled out as a possibility.

What Can You Do to Prevent Sexual Abuse?

You teach your children many safety rules. You tell them to look both ways before crossing the street, what to do if they get hurt, not to talk to strangers, and so on. Discussions related to sexual abuse prevention can be included in this normal teaching process. Your children need not be made afraid or suspicious of all adults in order to accomplish this. You don't even have to talk to very young children about sex if you don't want to. Simply make your children aware that if someone touches them or does **anything** that makes them uncomfortable, they should report it to you or another adult they trust. You can teach your children they have the right to say "No" if asked to do something that makes them uncomfortable, even if the person who asks is a relative or close friend. Use words your children understand. Let them know they can come to you to talk about anything that's upsetting to them. Answer any questions your children may have and be calm and matter-of-fact.

Other Things Parents Can Do to Lessen the Risk of Sexual Abuse

- Know where your children are and what they are doing.
- Know who is with your children. Get to know any adults or older children that have regular contact with your child.
- Check out fully any babysitters or day care providers. Ask for references and then check them. Do not use child care settings which prohibit drop-in visiting. Visit your child's day care facility frequently and observe the daily activities.
- Talk with your children about the day's activities. Be observant of anything they say or do that seems out of the ordinary.

> Uncle Bill takes me lots of places and buys me ice cream and stuff. But sometimes I don't feel good when he makes me touch his 'thing.' I want to tell mom, but I'm scared she'd get mad."

What If You Discover Your Child Has Been Sexually Abused?

Children's reactions to being sexually abused differ greatly from child to child because of the child's age, his or her personality, the nature of the offense, the offender's relationship to the child, and adult reactions to the discovery of the abuse. Sometimes children do not appear overly upset of the abuse. Often they are confused or frightened by what they have encountered. You, as a parent, play an important part in how the abuse will affect your child both in the short and long term.

- **Believe** your child; reinforce the fact he or she is **not** to blame for what happened.
- Immediately report the abuse to the proper authorities.
- Assure your child that you still love him or her.
- Allow your child to talk about the incident(s), but do not pressure him or her to do so.
- Let your child know that he or she will be protected from further assault. Protection of your child should be your f**irst** concern.

- Seek medical care if you suspect any sexual abuse may have occurred. Although children are rarely seriously damaged physically by sex offenders, internal injury may have occurred and the risk of a sexually transmitted disease must be considered. Discuss any possible medical complication with your physician.
- Be aware of your own feeling concerning the abuse. Although you may have many feelings including shock, anger, and disbelief, make sure your child understands your feelings are not aimed at him or her.

Just Sexual Abuse?

Be aware of other forms of abuse, especially if your child is left in the care of others. Make a habit to examine your child's body. *(This can be done in a casual manner while dressing or bathing.)* Question any unusual marks, bruises, burns, welts, etc. Remember that you have the primary responsibility for your child's well-being. With a little time and effort you may prevent your child from being injured in an abusive situation.

Contacts and Services For your information, the following chart shows what agencies may assist you in specific areas as listed below	**Agency to Telephone**		
	Police or Sheriff	**County Department of Children's Social Services**	**State or Local Division of Community Care Licensing**
If you believe a child is being (*or has been*) abused by an individual (*relative, friend*)	**x**	**x**	
If you believe a child has been assaulted by a stranger	**x**		
If you believe a child is being *(or has been*) abused in a licensed day care setting (*child care center, school, recreational facility, family day care home)*	**x**		**x**
If you have any questions or complaints concerning the licensing, organization, staffing, or programs of a licensed child care setting.	**x**		**x**

While everyone should report suspected child abuse and neglect, the California Penal Code provides that certain professionals and laypersons **must** report suspected abuse to the proper authorities. The mandated reporters include:

Any child care custodian, teachers, licensed day care workers, foster parents, and social workers.

Medical Practitioners (physicians, dentists, psychologists, nurses)

Non-medical Practitioners (public health employees, counselors, religious practitioners who treat children)

Employees of a child protective agency (sheriff, probation officers, county welfare department employees)

Failure to report suspected abuse by a mandated reporter (listed above) within 36 hours is a misdemeanor punishable by 6 months in jail and/or a $1,000 fine.

CHILD ABUSE PREVENTION INFORMATION RECEIPT

This will acknowledge that I/We, the parent(s) of

Information only

_____

Child's Name

have read "Facing The Facts: A Parent's Guide to the Understanding of Child Sexual Abuse."

_____ _____

Signature of Parent(s)/Guardian(s) Date

NOTICE

Parent's Rights Instructions:

This form is intended to meet the requirement of California Health and Safety Code Section 1596.857 which requires that parents or guardians be informed of their right to enter and inspect the child care facility in which their child is receiving care. The facility is also required to post notice of this right in an area accessible for viewing. The child care facility is required to give the parent or guardian this form and complete and detach the bottom section of the form and maintain in the child's file to document proper notification.

1. Parents/guardians, upon presentation of identification, have the right to enter and inspect the child day care facility in which their child(ren) are receiving care, without advance notice to the provider. Entry and inspection is limited to the normal operating hours while their child(ren) is receiving care.
2. The law prohibits discrimination or retaliation against any child or parents/guardians for exercising their right to inspect.
3. The law requires that parents/guardians be notified of their rights to enter and inspect.
4. The law requires that this notice of parent's rights to enter and inspect be posted in the facility in a location accessible to parents/guardians.
5. The law authorizes the person in charge of the child day care facility to deny access to parents/guardians under the following circumstances:
    - The parents/guardians are behaving in a way which poses a risk to children in the facility.
    - The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent.

This form is to be retained in the child's file.

P A R E N T 'S R I G H T S

This will acknowledge that I/we, the parents of

_____

Information Only

have received a copy of "P A R E N T 'S R I G H T S" from the licensee or authorized representative of **Pleasant Valley School District Preschool Program.**

_____ _____

Signature of Parent(s) Guardian(s) Date

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
PERSONAL RIGHTS Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.
(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
(1) To be accorded dignity in his/her personal relationships with staff and other persons.
(2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
(3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
(4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
(5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
(6) Not to be locked in any room, building, or facility premises by day or night.
(7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

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

Community Care Licensing
NAME

6500 Hollister Ave.
ADDRESS

Goleta, CA	**93117**	**(805) 682-7647**
CITY	ZIP CODE	AREA CODE/TELEPHONE NUMBER

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE: PLACE IN CHILD'S FILE
Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:
ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to: Pleasant Valley School District 600 Temple Avenue, Camarillo, CA 93010.

Information Only

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN) (DATE) LIC 613A 8/08)