

SNOWLINE JOINT UNIFIED SCHOOL DISTRICT
STATE PRESCHOOL PROGRAM

State Preschool Parent Handbook



August, 2018

SNOWLINE JOINT UNIFIED SCHOOL DISTRICT

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STATE PRESCHOOL PROGRAM

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PROGRAM PHILOSOPHY

The philosophy of the Snowline Joint Unified School District State Preschool program is to provide a safe and nurturing hands-on learning environment which allows for each child to prepare for entrance into kindergarten. We meet the individual needs of children by recognizing and honoring cultural and gender differences while providing a developmentally appropriate program that supports each child in reaching their highest potential in the areas of social/emotional development, cognitive development and physical development.

STANDARDS (EC 8261; 5CCR 18273)

- A. The program approach is developmentally, linguistically and culturally appropriate.
- B. Whenever feasible, the program is inclusive of children with special needs.
- C. The program encourages respect for the feelings and rights of others.
- D. The program supports children's social and emotional development by:
 - 1. Building trust
 - 2. Planning routines and transitions so they can occur in a timely, predictable, and unhurried manner
 - 3. Helping children develop emotional security and facility in social relationships
- E. The program provides for the development of each child's cognitive and language skills by:
 - 1. Using various strategies, including experimentation, inquiry, observation, play, and exploration
 - 2. Ensuring opportunities for creative self-expression through activities such as art, music, movement, and dialogue
 - 3. Promoting interaction and language use among children and between children and adults
 - 4. Supporting emerging literacy and numeracy development
- F. The program promotes each child's physical development by providing sufficient time, indoor and outdoor space, equipment, materials, and guidelines for active play and movement.
- G. The program promotes and maintains practices that are healthy and safe.

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ADMISSION AND PRIORITIES

First Priority:

1. Child Protective Services referrals for 3 & 4 year olds regardless of income (Documentation is required).
2. Children who will be 4 years old as defined by the California Department of Education.
3. Families with lowest income shall be admitted first.

Second Priority:

1. Children who will be 3 years old as defined by the California Department of Education.
2. Families with lowest income shall be admitted first.

If income and ranking is the same, priority will be given in the following order:

1. Children who are identified as limited English or non-English proficient.
2. Children from families whose special circumstances (deaf, mentally disabled parents or other related disabilities) may diminish the children's opportunities for normal development.
3. Children with exceptional needs who possess a current Individualized Education Plan (IEP).

Documents Required

- Documentation of all children counted in family size (i.e., birth certificate, hospital record, school record, etc.)
- Proof of California residency (i.e., utility bill, rental agreement, California Driver's License).
- Documentation of income for all individuals counted in the family size.
- Physician Report dated within one year of enrollment and current immunization record for enrolling child.
- AFDC/TANF Verification if applicable.

It is the parent/guardian's responsibility to provide the requested documentation.

ADMISSION POLICY/ ELIGIBILITY

Children who have their 4th birthday on or before September 2, 2018 are eligible for the program. After all four year old children on the eligibility list have been enrolled, children who have their 3rd birthday on or before September 2, 2018 may be enrolled. Except for children receiving services from Child Protective Services and those families with an active Individualized Education Plan (IEP), the family's adjusted monthly income cannot exceed the income ceilings established at the time of enrollment. Families residing within the attendance boundaries of the Snowline Joint Unified School District will be given priority.

The Snowline Joint Unified School District State Preschool Program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, in determining which children are served.

Snowline Joint Unified School District State Preschool Program:

- Welcomes the enrollment of ambulatory children with disabilities as long as their needs can be safely met within the current staffing configurations, the placement is in the best interests of the child, and our program services are in alignment with the child's current Individual Education Plan (IEP).
- Understands the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children and will implement those accommodations when feasible within the current staffing configurations and when the accommodations are aligned with the Title 22 and Title 5 Licensing Regulations.

ATTENDANCE POLICIES

It is very important that parents/guardians understand and abide by the attendance and absence policies for the Snowline Joint Unified School District State Preschool Program.

- Children are expected to attend the program daily for the hours and the days the program is in operation;
- Parents are expected to call in absences to the teacher ***daily*** and to provide a written reason for the child's absence upon return;
- Children will be allowed three (3) consecutive days for unexcused absences or five (5) unexcused absences during the school year. Children who exceed the permitted days of unexcused absences will be terminated from the program.

Excused Absences

An excused absence is an absence for any of the four following reasons:

- 1) **Illness**
 - a) Child illness or quarantine
 - b) Parent illness or quarantine

- 2) **Family Emergency:** (unexpected emergency requiring the family member's attention)
Examples include but are not limited to:
 - a) Sibling illness
 - b) Medical appointment for an immediate family member (enrolled child, parent/guardian, sibling)
 - c) Car accident
 - d) Medical emergency or unexpected hospital stay
 - i) For **Immediate** Family Member (enrolled child, parent/guardian/sibling of enrolled child)
 - ii) For **Non-Immediate** Family Member (Grandparent/Aunt/Uncle/Cousin) – Limited to no more than 3 consecutive days per occurrence
 - e) Death or Funeral
 - i) For **Immediate** Family Members (parent/guardian/sibling of enrolled child). Five days in state, 10 days out of state or travel over 500 miles per occurrence
 - ii) For **Non-Immediate** Family Members (Grandparent/Aunt/Uncle/Cousin) – Limited to no more 3 consecutive days per occurrence.
 - f) Dangerous road conditions/extreme weather conditions (not able to walk or drive to school due to weather)
 - g) Car Problems – be specific (unexpected breakdown, flat tire, battery dead, car stolen, out of gas). Limited to two consecutive days (*per occurrence*)

- 3) **Court ordered visitation:** (copy of court order must be in family file)

- 4) **Best Interest of the Child (BIOC):** (*Limited to 10 days per school year, except for documented CPS or At-Risk children*)
Examples are (not limited to):
 - a) AFDC, Medi-Cal, GAIN, WIC, Immigration, Social Services appointments
 - b) Court ordered appearance where child is expected to attend
 - c) Vacation (Family vacation, out-of-town visitors)
 - d) Religious Preference: Catechism, Church Camp, Religious Holiday or does not celebrate holidays
 - e) School program/field trip for siblings
 - f) Transportation issues: (parent had to work early/late, parent in meeting, missed ride, did not have the car today, babysitter not available to drive, etc.)
 - g) Sibling or Parent Graduation
 - h) Visit with other parent without court order, etc. (Court ordered visits are excused absences)

AUTHORIZED DROP OFF/PICKUP PERSON

YOUR CHILD MAY ONLY BE DROPPED OFF BY OR RELEASED TO THOSE INDIVIDUALS YOU HAVE LISTED ON YOUR CHILD'S EMERGENCY CARD. Anyone attempting to drop off or pick up your child must be listed on your child's emergency card, be 16 years of age or older, and show a valid photo ID. Upon drop off you will be asked by SPS staff to present your valid ID at the door. If a valid ID is not presented to the staff the child will not be permitted into the program. Upon pick up you will be asked by SPS staff to present your valid ID at the door. If a valid ID is not presented to the staff the child will not be released from the program.

Additions or subtractions of authorized adults from your child's Emergency card must be submitted in writing. Verbal authorization or authorization by fax, text, phone, or e-mail to drop off or release a child will not be accepted. Please be sure the contact information on your child's emergency card stays current and reflects any changes in the contact information for those listed **INCLUDING THE PARENT/LEGAL GUARDIAN. Parents are expected to immediately report any change in family contact information such as job, phone number, address and authorized pick-up person.**

In order to prevent the child's LEGAL parent/guardian from picking him/her up we must have a court order on file.

ASSESSMENTS

The California Department of Education (CDE), Child Development Division (CDD) has established the Desired Results System to improve program quality in early care and education programs. The Desired Results Developmental Profile (DRDP) is an assessment that is completed for each child two times a year. The information gathered helps the teacher plan curriculum specifically geared to the needs of the children enrolled in the program. Children are assessed on English Language Development, Cognitive Development, Mathematical Development, Self and Social Development, Language and Literacy Development and Health. An individual parent teacher conference is scheduled to go over the results twice a year.

The State Preschool uses CDE approved program assessment tools twice yearly to rate each classroom in the areas of space and furnishings, personal care routines, language and reasoning, activities, interactions with children, program structure, and interactions with parents and between staff.

BEST INTEREST OF CHILD DAYS (BIOC)

You are given 10 *Best Interest of the Child Days* per year which are considered excused absences for the purpose of vacation, participation in a school program/field trip, for religious preferences, or other absences which are clearly in the best interest of the child. **Please see "Attendance Policies" for additional information regarding BIOC days.**

BIRTHDAY CELEBRATIONS

We recognize each child in the program celebrating a birthday. Because of limited instructional time and Community Care Licensing Regulations, we do not conduct birthday parties nor serve birthday cake or treats during the State Preschool program or on the school grounds. Distribution of invitations to private parties must be done outside of the regular class time. If all the children in the class are invited to a private party, we will allow parents to put invitations in the children's cubbies.

CHILDREN WITH SPECIAL NEEDS

Although children with special needs do not have eligibility priority, they can be enrolled into the State Preschool Program as long as we are able to provide reasonable and safe accommodations for the child using the current staffing configuration and the placement is considered to be in the best interest of the child. One on one aides and/or staff to child ratios of less than 1 adult for every 8 children will not be provided unless the child's IEP recommends and provides for additional staff supports. We are not licensed to provide care to non-ambulatory children.

We are not able to implement behavior plans that would impact our ability to stay within the CDD required ratio of 1 adult for every 8 children present. Any child that has an Individual Education Plan (IEP) should provide a copy to the teacher to help with lesson planning for that individual child.

CLOTHING

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. It is anticipated that children will, through the course of regular play, get dirt, art materials, food, etc. on their clothing. Plastic aprons are provided by the program for art and water activities. Closed toe shoes are required, meaning that children should not wear open toe sandals or flip-flops. All clothing should be clearly marked with your child's name. Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept in the classroom at all times.

All extra clothing should be marked with the child's name and placed in a bag with the child's name visible. If wet or dirty clothes are sent home, please bring a clean extra set of clothes when you return the next day.

Children are taken outdoors daily (weather permitting) and should be dressed accordingly. Please ensure that your child has a light jacket or sweater for damp days in the fall and spring, and a heavier jacket, mittens, and hat in the winter.

DAYS AND HOURS OF OPERATION

The State Preschool Program is offered on all regular school days. Classes meet from 8:05 a.m. until 11:05 a.m. at all elementary school sites and additionally in the afternoons at Vista Verde and Baldy Mesa from 11:50 a.m. to 2:50 p.m. There are no adjustments to the class times on minimum days. In order to provide staff development for all program staff, the State Preschool Program may be non-operational up to three days per school year. Parents/guardians will be provided advance notice of any non-operational days.

DISCIPLINE POLICY

The SJUSD State Preschool Program participates in a Program Wide Positive Behavioral Intervention and Support (PW-PBIS) initiative that will help children learn the skills they need to succeed in the classroom socially, emotionally, developmentally, and behaviorally. Parents and Guardians will receive an additional handbook regarding PBIS in the State Preschool Program. Our positive behavior curriculum is based on the following main ideas:

1. Children need to know what is expected of them
2. Children need to be directly taught the correct way to behave
3. Correct behavior needs to be encouraged and acknowledged
4. There needs to be a consistent system for responding to challenging behavior
5. Data need to be collected, reviewed, and used to monitor progress and make decisions related to program improvement

Each classroom has three positively stated main rules and behavioral expectations for each element of the program are posted and taught to the children.

1. Be safe
2. Be respectful
3. Be responsible

These rules allow us to address any behavior challenges that may occur in the classrooms and also help children learn how to be safe, respectful, and responsible in the classroom environment and in the community. You will see these rules posted in all of our classrooms and you will hear staff refer to the rules frequently throughout the day.

Staff will provide frequent reminders and pre-corrections to help the children remember certain rules, especially during times of transition, which can be problematic and difficult for young children.

An acknowledgment system will be used to reinforce positive behavior in the classroom. Each child will be acknowledged with positive verbal recognition.

An established system is in place for staff to respond to children's challenging behaviors. When challenging behaviors in the classroom exceed developmental norms or are beyond what is expected misbehavior for the age and developmental level of the child, the incident will be tracked on a behavior incident report (BIR) and entered into a data management program. This information will be collected and reviewed regularly by the staff for the purpose of making informed decisions regarding what skills to teach children, what tools will be developed for program-wide skill development, and when group and/or individualized supports are needed for specific children. Parents will be contacted and communication will remain open and supportive if a child's behaviors become concerning to the State Preschool staff.

Constructive methods are used in maintaining group control and handling individual behavior. Examples of constructive methods are as follow:

1. Children are treated with respect and dignity.
2. Rules are established with children in the classroom and on the playground, as they enter the program and are reinforced throughout the program year.
3. The staff gives verbal instructions that are short, specific, and clear.
4. The staff uses positive verbal remarks to reinforce appropriate behavior.

Per California Assembly Bill 752, behaviors which endanger the wellbeing of the child or others, after redirection and other positive discipline techniques have failed, may result in the termination of the child from the program. Please be advised that repeated behaviors that pose a health and safety risk such as biting, spitting, kicking, hitting, running away, climbing, tantrums/screaming and any other challenging or dangerous behaviors that do not change as a result of standard interventions may result in a child being terminated from the State Preschool Program.

DONATIONS

Parents/guardians may donate items to the classroom on their own accord, and may inquire of the teacher if the classroom is in need of an item and may donate that item on their own accord as long as the donation has not been solicited or required. Donations can be given directly to the State Preschool classroom. The staff of the SJUSD State Preschool Program are prohibited from soliciting donations or cash from families participating in the State Preschool Program. Please be advised that any items donated to the classroom must not be in violation of the current program policies, Title 22 or Title 5 Regulations, or district board policy.

ENTERING THE CLASSROOM

Children in the State Preschool program need to be dropped off and picked up in the classroom during program hours. Children cannot enter the classroom unless they are accompanied by a parent/legal guardian or a designated adult representative age 16 or older that is listed on the child's emergency contact form. Children must be signed in and out each day with a full legal signature by the parent/guardian or by a legally approved individual.

FIELD TRIP PROVISIONS

Field trips may be planned after school hours throughout the school year. Parents will be notified of any planned field trips in advance. Children are not required to participate in field trips.

FOOD

Snacks are provided to the children each day by our Nutrition Services Department. All children participating in the State Preschool Program must have a completed National School Lunch Program application on file or be named in the application of a sibling attending SJUSD.

Due to Community Care Licensing regulations, we do not allow children to bring any food or beverages from home.

If your child has allergy issues that result in dietary restrictions, you will need to complete an allergy action plan (this will be provided to you at registration or upon request and must be completed by your child's physician **before** your child can attend the State Preschool Program). Any special food or beverages required by the child's physician in order to accommodate a diagnosed allergy must be provided by the parent/guardian and must meet Community Care Licensing regulations.

If the parents of an enrolled child wishes to have their child participate in the school breakfast or lunch program, the parents must accompany their child to the cafeteria either before or after the preschool program as meals are not served during the preschool program. Parents whose children do not qualify for full-priced meal assistance must pay the balance of the cost not provided for under the National School Lunch Program. **The preschool child's siblings or parents are not to eat the food provided by the school cafeteria and no food or drink may be taken home by the children, siblings, or parents. Parents/Guardians that do not comply with the guidelines of the National School Lunch Program as communicated by the Nutrition Services staff will lose access to the program.**

ILLNESSES

Please keep your child at home if they are ill. Your child needs to be kept at home and cannot attend the State Preschool program if he/she has any of the following symptoms:

- Vomiting (two or more times in 24 hours)
- Presence of **lice and/or nits**, body rash with a fever or itching
- Diarrhea (3 or more watery stools in 24 hours)
- Eye infection (thick mucus or pus draining from the eye)
- Sore throat with fever or swollen glands
- Fever and sore throat, rash, vomiting, diarrhea, earache, or just not feeling good

Children should be symptom free for 24 hours prior to returning to school. If a child becomes ill during the day, the parent will be contacted to come and take the child home. Parents should exercise every precaution and keep their child home should other unusual symptoms occur.

If your child has been exposed to a contagious disease or illness, they should be kept at home and **the facts of their condition should be reported to the preschool.** (Strep throat, pinworms, lice, viral infections, measles, mumps, chicken pox, scarlet fever, etc. are amongst those conditions categorized as "highly contagious").

All children are taken outside daily (weather permitting). No child will be excluded from being outside due to illness. If the child is too ill to be outside, they must be kept home.

IMMUNIZATIONS AND PHYSICAL

State regulations require each child to have a completed Physicians Report on file. Your child must have verification of a physical examination and TB clearance status within the last 12 months prior to admission to the program. In addition, your child must also have all required immunizations. Please provide us copies of your child's immunization record should they receive any immunizations during the school year. **All preschool children must have a completed Physician's Report and TB clearance on file and must have all immunizations up to date before they can attend the preschool program. Any medical exemptions to vaccinations must be in compliance with California SB 277 and are subject to verification by the SJUSD District Nurse.**

LATE PICKUP POLICY

All children must be picked up on time. Your child is considered late if they/you arrive 5 minutes after the drop off of and/or pickup time. **After three (3) late pickups or drop offs a child will be dropped from the program.** If a child has not been picked up within 30 minutes of the end of the class period and the teacher has tried all of the

phone numbers on the emergency card with no response, the teacher may call the police, sheriff, and/or Child Protective Services for assistance.

LIMITED TERM SERVICE LEAVE (LTSL)

When a child is expected to be absent for an extended period of time, but is expected to return and absences do not fall under the excused absence policy, the parent/guardian may request a limited term service leave. If granted, this leave means that a space is reserved for your child and your child is not terminated from the program. **Limited term service leaves are only granted when there are not students on the waiting list for the program site where the child is enrolled.**

Limited term service leave shall not exceed twelve (12) consecutive weeks or sixteen (16) consecutive weeks when parent is on a maternity or a medically related leave of absence from employment or training.

MEDICAL EMERGENCIES

In the event that a child experiences a medical emergency or accident, we will contact the parent or guardian of the injured child and if warranted, contact emergency personnel.

MEDICINES/ALLERGIES/ASTHMA

State Law **DOES NOT ALLOW** us to give children over-the-counter medications. Staff may only treat children with soap, ice, water, and bandages.

Prescription medication may be given only if the child must take the prescribed medication during program hours. A medication administration form will be provided for you that must be completed and signed by the child's physician giving permission for the school's Health Technician to administer the medication. The label on the medication must show the name of the child, prescription number, name of doctor, and dosage and times to be given. Give the prescription medication and the permission to administer medication directly to the Health Technician in the school office.

If your child has allergies or asthma severe enough to require the use of an inhaler or Epi-pen, please advise the teacher at the time of enrollment as you will need to have an asthma or allergy plan completed and signed by the child's physician prior to your child attending the program. Inhalers and Epi-pens are considered prescription medication and can only be administered by the school site Health Technician.

ORIENTATION

All parents/guardians are required to attend a MANDATORY orientation prior to the first day of their child's attendance in the program EACH SCHOOL YEAR. If a child is enrolled after the first day of the program, the parent/guardian will be required to attend an orientation with the Preschool Instructor.

PARENT INVOLVEMENT (Title 5 18275)

Parents/Guardians are asked to participate, as volunteers, in the program at least three hours per month. Volunteer opportunities are not limited to volunteering in the classroom with children and in lieu of volunteering in the classroom, parents/guardians may help with equipment repair, preparing classroom materials, sewing, classroom cleaning, classroom organization, washing toys and other classroom equipment, cleaning tables and chairs, and/or playground cleanup. Your child's classroom teacher will make you aware of all the ways that you can complete three hours of volunteer service per month.

In order to volunteer in the classroom, adult volunteers are required to have a copy of a TB clearance and provide proof of all required immunizations and sign a statement verifying good health. Siblings or other children not enrolled in the program cannot attend with a volunteer. In order to allow all families the opportunity to participate and to meet Title 22 Regulations for adequate classroom space, we limit adult volunteer involvement in the

classroom to three days per month. In addition, our program can only accommodate two classroom volunteers per class period unless parent/guardians have been requested to attend a classroom function that includes parent/guardian participation. Adult volunteers working with children in the classroom are under the supervision and direction of the State Preschool staff and must be visually supervised by qualified staff at all times that they are with children, including their own children (this includes taking children to the restroom). During the class period, no adult volunteer may be left alone with children, including their own children, and cannot directly supervise or discipline students enrolled in the State Preschool program, including their own child(ren).

Expectations for parents/guardians and other adults while entering and visiting in the classroom include:

1. Honor the fact that your child's classroom is a **CELL PHONE FREE ZONE**. Please refrain from placing or receiving calls, texting, using social media, or playing games on your phone while in the classroom. When volunteering in the classroom, please leave your phone in your car or place it in your purse/backpack with the ringtone on silent.
2. Limit talking to staff and other parents while in the classroom so as not to interfere with classroom management and supervision.
3. Use appropriate language and positive interactions with the parents, guardians, children and staff.
4. Please do not consume food while volunteering in the classroom.
5. Please refrain from wearing any clothing that could be considered inappropriate or provocative as well as any clothing, hats, or accessories that could be construed as "gang" affiliated. Please wear comfortable clothing and appropriate footwear if volunteering in the classroom with students.
6. Please honor all confidentiality rights for both students and staff and refrain from discussing any student behavior, needs, or concerns with other parents/guardians or family members.
7. Your child's school is a designated safe environment therefore no alcohol, drugs, tobacco, tobacco products, lighters, pocket knives, firearms, Tasers, mace, or weapons of any kind may be brought on campus.
8. All medications must be left at home or in your vehicle and may not be brought into the classroom (remember to check your purse/backpack before coming on campus).
9. While on school grounds, including school parking lots, parents/guardians must refrain from any conduct with children, parents or staff that may be in violation of a child's, parent's, or employee's rights or is in violation of Education Code or SJUSD Board Policy. A copy of these rights is posted in the classroom and the SJUSD Board Policies are posted at www.snowlineschools.com. (Also see Personal Rights on page 19 in this Parent Handbook)

PARENT'S BULLETIN BOARD AND CLASSROOM MOBILE WHITEBOARD

Both the parent bulletin board and the mobile whiteboard are important communication centers for the class. The parent bulletin board is used to display the school calendar, snack menus, lesson plans, newspaper and magazine articles, Community Care Licensing forms, and information about resources and events in the community. Messages and daily information directed to the parents/guardians will be written on the mobile whiteboard which will be stationed outside your child's classroom door. Please read the mobile whiteboard daily upon arrival and pick up in order to ensure that you are aware of important information. Please take time each day to check the bulletin board for new information. Please do not post any flyers or information on the bulletin boards or mobile whiteboard without the express permission of the classroom teacher.

PARENTAL SUPERVISION ON SCHOOL GROUNDS

Parents/guardians must provide appropriate supervision for their children before they are signed in and after they are signed out of class. Please make sure your children follow all school rules while on the school campus. The playgrounds and school grounds are not open for use before or after the preschool program. In accordance with California Education Code, siblings of children in the preschool program must be accompanied by an adult at all times during drop off and pick up. **During drop off and pick up and before and after the state preschool**

program, students and siblings must not use the playground equipment or be unaccompanied anywhere on school grounds.

PARKING

When dropping off and picking up children, all parents and caregivers must park in designated parking areas ONLY. ***When dropping off and picking up children, siblings or any other children under age 16 may not be left unattended in the parent/guardian's vehicle.*** Violations of posted traffic and parking regulations are subject to the vehicle being towed or ticketed.

PHOTOGRAPHS AND PUBLICITY

Your child may be photographed and/or videotaped for the purposes of completing state mandated assessments, creating training videos, disseminating information about the State Preschool Program, and/or for publicity regarding the State Preschool Program. Photographs may appear in newspapers, magazines, brochures or other publicity materials. Your permission for photographs and/or video tape recordings including your child, to be used without compensation, is part of this agreement. Photographs and/or video tape recordings of your child will not be used or distributed in any manner that is in violation of existing school board policy and/or California Education Code.

POTTY TRAINING AND TOILETING ACCIDENTS

We do not offer a toilet training program. The need for monitoring a child's need to use the restroom, needing to assist a child in wiping after a bowel movement, assisting a child after a toileting accident, and/or changing a child out of soiled clothing when they use the restroom would constitute a toilet training program.

Children participating in the State Preschool Program are expected to be fully toilet trained and able to be self-sufficient when using the restroom without utilizing diapers or "pull up" diaper style underpants.

In the event your child has a toileting accident, a staff person will talk your child through the process of cleaning themselves up and changing into a clean set of clothes. If needed, the preschool staff will contact the parent/guardian to come and assist their child in the event that they have a significant toileting accident. Soiled clothing will be sent home in a plastic bag. You must replace the clothing the next day. Health regulations do not allow staff to wash out the soiled clothing.

REFERRALS

If a teacher has concerns about a child's speech or development, they will discuss it with the parent. If appropriate, the teacher will request that the child be observed by the Speech and Language Therapist or School Psychologist assigned to the State Preschool Program. If the Speech and Language Therapist or the School Psychologist feel it is warranted, a referral for testing and assessment will be made. If you have concerns about your child's speech or development, please discuss this with your child's teacher. Parents can also contact the Special Services Department at any time to request either a speech and language or an educational assessment for their child.

RELIGIOUS INSTRUCTION

It is the policy of the Snowline Joint Unified School District State Preschool Program to refrain from religious instruction or worship.

SIBLINGS IN THE CLASSROOM

Siblings are only allowed in the classroom when the parents/guardians are picking up or dropping off a preschool student. When siblings are present for drop-off or pick-up, they must be under the direct supervision of the parent/guardian. Siblings are not allowed to roam the classroom or to play with the materials in the classroom.

Due to Community Care Licensing Regulations, siblings are not allowed to participate in any elements of the classroom program, including but not limited to PCILA, parent meetings, workshops, etc.

SIGNING IN AND OUT

It is a requirement that all children be signed in and out each day with the **actual time** of arrival or departure. Please do not sign both in and out at the same time in the morning. It is also important that you sign **YOUR FULL LEGAL NAME** as listed on your California Driver's License or California ID Card. Initials are not acceptable. If your child is absent, please put a *specific reason for the absence on that date along with your signature*.

Children in the State Preschool program need to be walked in to and picked up from their classroom during the program hours. All classroom doors will remain locked prior to the designated start time in order to provide the staff with time to prepare. Unless it is an emergency and/or you have made advanced arrangements with your child's teacher, **please refrain from picking up your child or entering the classroom prior to end of the regularly scheduled program time**. Please do not enter the classroom to pick up your child until you are directed to do so by a member of the staff.

If you drop off your child 5 or more minutes late, or pick up your child 5 or more minutes early, a valid and detailed excuse must be written on the Sign In/Out sheet. Children who are routinely picked up prior to the end of the designated program hours may be subject to termination.

You will receive a calendar listing the days the State Preschool Program is in session and the dates the program is closed.

SUNSCREEN

Parents are asked to put sunscreen on their child prior to coming to the preschool program. Since outdoor playtime is scheduled within one hour of your child's arrival at the program, sunscreen applied at home should adequately protect your child. Staff are not permitted to apply sunscreen on the children.

TERMINATION POLICY

Under the following circumstances, our office may terminate services to a family by issuing a Notice of Action to the family:

1. Failure to turn in required forms by a specified date. This includes, but is not limited to, enrollment paperwork, immunization updates, and Physician's Report.
2. Parent/Guardian's consistent inability to abide by program rules.
3. Parent/Guardian knowingly gives inaccurate or false information on eligibility forms such as claiming an absent parent who resides in the home or misrepresenting their income.
4. Parent, guardian or family member, or person associated with a family member, is inappropriate, verbally abusive, disrespectful, threatening, or takes malicious actions towards school district personnel, parents or children.
5. Parent, guardian or family member, or person associated with a family member, commits a violation of Education Code while on school grounds, including parking lot.
6. Parent, guardian or family member, or person associated with a family member, displays unsafe conduct on school grounds, including parking lot.
7. Student has three consecutive unexcused absences or 5 unexcused absences within one school year.
8. Misuse of contract hours such as consistently dropping off a child late or picking up a child early. Child must be present for the full 3 hour program.
9. Student is picked up late three times within the school year.

10. Per California Assembly Bill 752, student's excessive behavior problems where the procedures outlined in the Discipline Policy are not effective and put the safety of other children and staff at risk.

There is a Fair Hearing Procedure for grievances of program actions.

TOYS, DANGEROUS OBJECTS, AND CANDY

Other than bringing a stuffed animal, blanket or other small special item at the beginning of the school year while the child is adjusting to the newness of the program, please do not send toys, money, jewelry, candy or gum with your child to school.

The safety of children is our top priority. It is prohibited for children to bring dangerous objects to school at any time. This includes any weapon-like items including toy weapons.

ADDITIONAL INFORMATION:
APPEAL PROCEDURES

If you are issued a Notice of Action (NOA) and if you disagree with the action set forth on the NOA, you may appeal it to a member of the SJUSD State Preschool Staff, who shall be higher in authority than the person issuing the NOA. Your request for a local appeal hearing must be received by the agency on or before the deadline listed on the NOA. If you file an appeal, the intended action will be suspended and any services you currently receive will continue until the review process has been completed. **If you do not submit an appeal request before the deadline listed on the NOA, you will lose your appeal rights and the action will become effective on the date listed on the NOA.**

Make a copy of the NOA and fax, mail or deliver your completed appeal to the agency. If you prefer, you may provide the appeal information to the agency in a separate document or by telephone. You may also request that your hearing be recorded. **Please keep a copy of both sides of the NOA for your records.**

The agency will notify you of the time, and location of your hearing within 10 days of your request. If the time and place of the hearing are not convenient for you, please contact the agency immediately to reschedule. **If you do not get written notification of the date, time and location of your appeal hearing within 10 calendar days of submitting your request, please contact the local agency listed above immediately.**

Arrive at the scheduled hearing at least 10 minutes in advance. A representative of the local agency will be present to explain the agency's action indicated on the notice. You shall have an opportunity to explain the reason(s) you believe the NOA was incorrect. During the hearing, you may speak for yourself or may be represented by a friend, attorney, or other spokesperson. If needed, an interpreter will be made available. **If neither you nor your authorized representative appear at the time and location of the scheduled hearing, you will be deemed to have abandoned your appeal, the intended action on the NOA will no longer be suspended, and the action will become effective.**

Within 10 calendar days after your local appeal hearing, you will be issued a local hearing decision letter. **If you do not receive the decision letter, please contact the local agency immediately.**

If, after your local hearing, you disagree with the local hearing decision letter, you may ask for a review by the representative from the San Bernardino County Office of Education. Should you disagree with the hearing decision letter from the representative from the San Bernardino County Office of Education, you may ask for a review by the Early Education and Support Division (EESD). To request a review, write a letter explaining why you believe the local agency's decision letter is incorrect. Your request must include: 1) your letter, 2) a copy of the NOA, and 3) a copy of the agency's decision letter. The SBCSS Representative must receive the request within 14 calendar days from the date on the written decision letter. Mail or fax your appeal to:

San Bernardino County Superintendent of Schools, State Preschool
1950 S. Sunwest Lane, Suite 300
San Bernardino, CA 92408
Becky J. Thams
becky_thams@sbcss.net
(909) 387-8517 (Phone)
(909) 387-8520 (Fax)

CHILD ABUSE REPORTING REQUIREMENTS

Legislation (AB-2710, Chapter 1718, Statutes of 1984) requires that on or after January 1, 1985, any person who enters into employment in a capacity in which they are required by law to report known or suspected cases of child abuse must sign a statement, to be provided by the employer, indicating knowledge of and agreement to comply with child abuse reporting requirements.

This statement must be signed prior to and as a prerequisite to employment and shall be retained by the employer. The San Bernardino County Superintendent of Schools State Preschool Program staff members report all suspected cases of child abuse.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child care custodian” includes teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licensed day care workers; administrators of community care facilities licensed to care for children; State Preschool teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities and social workers or probation officers.

COMMUNITY CARE LICENSING (CCL)

Inland Empire Child Care Community Care Licensing (CCL) licenses and monitors State Preschool programs in an effort to ensure that they provide a safe and healthy environment for children who are enrolled. CCL staff has the authority to inspect facilities, interview children, interview staff and review records without requesting prior consent from the parent/guardian.

STAFF QUALIFICATIONS:

Our program is funded by the California Department of Education and is governed by Title V and Title 22 regulations which include the following staff requirements:

- **Teacher/Site Supervisor** (Teaches either AM or PM class): Must have a Child Development Teacher Permit which is equivalent to an AA degree or 60 college units including child development classes. Site Supervisors must hold a Site Supervisor Permit through CDTC.
- **3.5 Hour State Preschool Assistant**(Assists in either AM or PM class): Must have completed at least 6 units of child development and be continuously enrolled in child development courses until they have completed 12 units in Early Childhood Education including specified core courses.

STAFF TRAININGS AND SUPPORT

Employees for SJUSD State Preschool are offered ongoing staff development training throughout the year. Each staff person holding a child development permit is required to obtain 105 professional growth hours in order to renew their permit.

UNIFORM COMPLAINT PROCEDURE

If a parent, provider, or other individual believes the Snowline Joint Unified School District is in violation of State or Federal Laws and/or discriminated in any program regulated under Title 5, contact should be made to the Child and Family Services Program Principal. The Program Principal will initiate mediation or investigation of the complaint within sixty (60) days. The complete policy, procedures and complaint form is available from the Preschool Office or by contacting Kimberly Martin at (760)868-5817, ext. 10332

CHILDREN'S RIGHTS/PERSONAL RIGHTS

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 license 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 advisers 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.

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive from the licensee, the Caregiver Background Check Process form.

The representative/parent/guardian has the right to be informed of the appropriate licensing agency to contact regarding complaints, which is:

Licensing Office Name: Community Care Licensing
Licensing Office Address: 1605 East Palmdale, Suite A
Palmdale, CA 93550
Licensing Office Telephone Number: (661)789-6944
If you see something, say something: (844)538-8766

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

CAREGIVER BACKGROUND CHECK PROCESS LIC 995 E (10/09)

State of California – Health and Human Services Agency California Department of Social Services

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now. We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is

<http://cld.ca.gov/contact.htm>