Porterville Unified School District
Preschool Program
Parent Handbook
Standards of Participation

“Creating Opportunities, Changing Lives”

LOCATIONS

Olive Preschool
245 W. Walnut Avenue
Porterville, CA. 93257
(559) 782-7120
Fax (559) 782-7089

Plano Preschool
1061 S. Plano
Porterville, CA 93257
(559) 783-8564
Fax (559) 781-1012

Olive PS255
255 W. Olive Avenue
Porterville, CA. 93257
(559) 782-7190

Vandalia TK/Preschool
271 E. College Avenue
Porterville, CA. 93257
(559) 782-7260

West Putnam Preschool
1345 W. Putnam Avenue
Porterville, CA. 93257
(559) 782-7280

Future: Bellevue Preschool
534 N. “E” Street
Porterville, CA. 93257
(559) 782-7005

Future: Westfield Preschool
1151 Pioneer Avenue
Porterville, CA. 93257
(559) 782-7270

Future: Los Robles Preschool
500 E. Mulberry Avenue
Porterville, CA. 93257
(559) 782-7011
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Dear Parent/Guardian,

Welcome to Porterville Unified School District Preschool Program. We are very excited that you have chosen to enroll your child in one of our early education preschools. Our mission is to provide a high quality preschool experience for your child, build a supportive and collaborative partnership with you, and provide you with critical information on child development, early learning, nutrition, and other community resources that may be beneficial for your family. We understand these are some of the most important years of your child’s growth and development and we look forward to having you join us as we work together in building a foundation for your child’s future.

This handbook was created to assist you in learning about our program and its requirements, therefore, please read it carefully and keep it in a convenient location for further reference. If you have any questions or suggestions, please feel free to contact us at (559) 782-7120.

Sincerely,

Rebecca Ortiz,

Director of Early Learning
MISSION STATEMENT
Our mission is to provide the highest quality care to children while fostering each child’s intellectual, social, physical and moral development in an academic-rich environment.

PRESCHOOL PROGRAM INFORMATION
Our Preschools are California State Preschool Programs (CSPP) that provides services to 3-5-year-old children and families who meet the state income guidelines.

PART DAY PRESCHOOL
Sites: Plano Preschool, Olive PS255 and Vandalia Preschool
Parents do not need to establish a need for part day preschool services. Our part time program is a 10-month program, which operates Monday–Friday with the exception of National Holidays:
Sessions are 3 hours each, AM or PM
• Morning Session: 8:00am-11:00am
• Afternoon Sessions: 12:00pm-3:00pm
• Afternoon Session at Olive PS255: 12:10p.m.-3:10p.m.
• Parents must pick up their child on time every day.

FULL DAY PRESCHOOL
Site: Olive Preschool, Plano Preschool, West Putnam Preschool
Parents must establish a need for full time preschool services. (See need criteria pg. 13) Our full time program is a 12-month program which operates July 1 – June 30 with the exception of National Holidays at all sites.
Each site operates Monday-Friday with the following hours:
• Olive Preschool from 7:00a.m. to 6:00p.m.
• West Putnam Preschool from 7:30a.m. to 5:30p.m.
• Plano Preschool from 7:30a.m. to 5:30p.m. (full day)
Parents must pick up their child according to their certified contracted hours of childcare which is stated in their Notice of Action (NOA).

Please refer to instructional calendar included in this handbook.

CONTRACTED HOURS AND SCHEDULES
A contract certifying the hours and need for child care will be established between the parents and the program. This contract will specifically state the hours and days that a child is certified to attend the program, and will be based on the need of the family. Contract hours of attendance are intended to prevent the casual or wrongful use of childcare services. Children are to be dropped off and picked up depending on the contracted hours.

OPEN DOOR POLICY
We maintain an open door policy and encourage parents to visit the preschool with their child to help him/her become familiar with the new environment. A goal of the program is to ensure that a partnership between parents and staff is formed in order to develop a program that will enrich and enhance the growth and development of the child. Our program encourages parents to volunteer and welcomes parents at any time.
NON-DISCRIMINATION/RELIGIOUS INSTRUCTION

Services are provided without discrimination to ensure that the preschool program and activities are available to all persons without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Porterville Unified School District Preschool Program does not discriminate in determining which children are served as defined by the Americans with Disabilities Act (ADA). The Program welcomes and enrolls children with disabilities, makes reasonable accommodations, and works with the family to implement those accommodations for children with disabilities. This program refrains from religious worship or instruction.

PHILOSOPHY

It is the philosophy of the Porterville Unified Preschool Programs that children are encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. Our preschool programs reflect the integration of physical, cognitive, language, emotional, and social areas for the total development of each child. We believe each child comes to our preschool programs from varied backgrounds, abilities, interests, needs, and learning styles. We recognize that parents are the child’s first teachers and that children learn best when parents are involved in their educational program. It is our desire for each child to receive the love, security and encouragement important for maturation, development, and growth of all young children.

OUR GOALS

It is our goal to present our children with a program that enriches their life, as well as builds their self-esteem. Children will grow in:

Social/Emotional Development
1. Becoming aware of themselves and their uniqueness.
2. Learning more about each other as individuals and gaining respect for others.
3. Developing confidence and a healthy self-concept.
4. Developing positive social skills and responsible behavior.

Cognitive Development
1. Developing the use of two way communication skills by speaking, listening and expressing ideas.
2. Participating successfully in math and science activities.
3. Acquiring thinking and problem solving skills.

Physical Development
1. Developing age appropriate body control (improving large and small muscle development), movement, coordination and balance.
2. Improving hand-eye coordination

Creative Development
1. Becoming self-confident and secure in exploring and experimenting with a wide variety of materials.
2. Expressing creativity and gaining the ability to make choices.

Health and Safety
1. Practicing good health and safety habits.
2. Becoming knowledgeable about good nutrition
STAFF DEVELOPMENT: 5 CCR Section 18272
Porterville Unified School District Preschool Program is committed to quality early childhood education. We hire qualified staff which holds appropriate credentials/permits required by the State of California. New employees are provided an orientation to guide them to understand how agency policies relate to their respective job description. We support continuous staff growth by assessing the needs of staff and providing professional development activities to enhance their growth. PUSD staffs are evaluated annually. We have sound internal communication mechanisms which include e-mail, phone, and bulletins to provide staff with information necessary to carry out their respective duties.

EDUCATION PROGRAM: 5 CCR Section 18273
The education program at Porterville Unified Preschools is developmentally, linguistically and culturally appropriate. Our program is inclusive of children with special needs, helps children develop emotional security and encouraging of respect for the feelings, and the rights of others. We are supportive of children’s social and emotional development by building trust, planning routines and transitions so they can occur in a timely, predictable and unhurried manner.

Early Childhood Environmental Rating Scale (ECERS): 5 CCR Section 18281
The Porterville Unified School District Preschool Program is committed to a developmentally appropriate, joyful, nurturing, safe, active, learning environment. The program conducts an annual Environment Rating Scale (ERS) assessment on all classroom environments and activities that promote the development, and well-being of the children enrolled. Results from the ERS assessment are also used to enhance, and promote continuous quality improvement.

Desired Results Developmental Profiles (DRDP): 5CCR Section 18272
The goal of the Porterville Unified School District Preschool Program is to ensure that all children are making progress in the domains of physical, cognitive, and social-emotional development. We use the Desired Results Developmental Profile (DRDP), a tool developed by the Early Education and Support Division (EESD), to assess the development of children. Children are assessed within 60 days of enrollment and every six months thereafter. Parents’ input is a necessary component of this assessment. The assessment is also used to plan and conduct age and developmentally appropriate activities for the children.

Lesson Plans
Lesson plans are developed using the California Learning Foundations, Frameworks and the Desired Results domains. These domains help determine each individual child’s specific need and guide the teacher when creating individual learner plans for each child. Lesson plans are designed for each week and are posted in each classroom. Individual Learner Plans are created for each child for progress monitoring and goals.

Parent Conferences
Teachers meet individually with families at least two (2) times during the school year, once at the beginning of the year, the other at the end. Parent Teacher conferences may also be available at the request of the parent. These meetings are held to discuss the strengths of the child and keep the parent up to date on the many ways the child is growing and developing. Staff will share the goals for each individual child so parents and teachers can work together to achieve these goals. Referrals and follow-ups may be necessary for children with special needs. The items discussed during these conferences include, but are not limited to:
1. Goal Setting
2. Child’s Behavior
3. Child’s strengths and weaknesses
4. Child’s progress throughout the year
5. Social, physical, and mental development
6. Kindergarten Transition

**Parent Surveys: 5 CCR Section 18280**
Our preschool program requests that all families complete the Desired Results Parent Survey that we distribute each year. We analyze the results of the annual parent survey, and use those results to plan and conduct activities that support your child’s learning and development, as well as to ensure that we are meeting the needs of all families enrolled.

**Video Taping/Pictures**
Our preschools will occasionally take pictures and videotaping of special events for the child’s portfolio. You may observe videotaping at parent meetings and pictures posted throughout the classrooms and on the parent involvement bulletins. These activities are all part of our programs Desired Results Curriculum. If for any reason, you do not want your child’s picture taken, please advise the Director promptly. For the safety of our students, staff and visitors, the School District employs camera surveillance equipment for security purposes. Surveillance cameras will generally be utilized only in public areas where there is no “reasonable expectation of privacy”. It is not possible for surveillance cameras to cover all public areas of our buildings.

**Student Activities**
On some occasions, children may take adult supervised walks in the immediate neighborhood of the preschool. There are also times when we do water play with the children. Children may also participate in various fieldtrips throughout the year which include: other schools, parks, pumpkin patch, visits to the Porterville Fire/Police departments, Post office, the Porterville Museum, and additional events which are posted in the parent information board. Stay posted throughout the year, we will have dress up days and fun weeks.

**Daily Schedules**
Porterville Unified Preschools follow a daily schedule designed specifically to meet the children’s developmental, social and emotional, and personal needs. It is followed consistently, this allows children to transition from each activity with ease and knows what to expect, reducing possibilities of anxiety. Daily Schedule is subject to change due to special events/weather conditions.
Daily Schedules

**Olive Full Day Preschool Program**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-7:45</td>
<td>Arrival Sign In/Greeting/Health Check</td>
</tr>
<tr>
<td></td>
<td>Free Choice</td>
</tr>
<tr>
<td>7:45-8:15</td>
<td>Outdoor Play/Gross Motor Activities</td>
</tr>
<tr>
<td>8:15-8:45</td>
<td>Hand Washing/Breakfast</td>
</tr>
<tr>
<td>8:45-9:00</td>
<td>Music</td>
</tr>
<tr>
<td>9:00-9:20</td>
<td>Morning Meeting (Circle Time)</td>
</tr>
<tr>
<td>9:20-9:35</td>
<td>Journal Time/Shared Writing</td>
</tr>
<tr>
<td>9:35-10:05</td>
<td>Free Choice</td>
</tr>
<tr>
<td>10:05-10:25</td>
<td>Alphabet Time Small Groups</td>
</tr>
<tr>
<td>10:25-10:40</td>
<td>Social Emotional Development</td>
</tr>
<tr>
<td>10:40-11:05</td>
<td>Outdoor Play/Gross Motor Activities</td>
</tr>
<tr>
<td>11:05-11:40</td>
<td>Hand Washing/Lunch</td>
</tr>
<tr>
<td>11:40-11:55</td>
<td>Story Time-Transition to nap time</td>
</tr>
<tr>
<td>11:55-2:00</td>
<td>Nap Time</td>
</tr>
<tr>
<td>2:00-2:30</td>
<td>Hand Washing/Supper Time</td>
</tr>
<tr>
<td>2:30-2:45</td>
<td>Music and Movement</td>
</tr>
<tr>
<td>2:45-3:00</td>
<td>Circle Time Review Whole Group</td>
</tr>
<tr>
<td>3:00-3:15</td>
<td>Math Small Group</td>
</tr>
<tr>
<td>3:15-3:45</td>
<td>Social Studies, Science Small Group/Quiet Centers</td>
</tr>
<tr>
<td>3:45-4:30</td>
<td>Outdoor Play/Gross Motor Activities</td>
</tr>
<tr>
<td>4:30-4:45</td>
<td>Hand Washing/ Snack Time</td>
</tr>
<tr>
<td>4:45-5:00</td>
<td>Story Time</td>
</tr>
<tr>
<td>5:00-5:15</td>
<td>Manipulatives</td>
</tr>
<tr>
<td>5:15-6:00</td>
<td>Free Choice/Departure</td>
</tr>
</tbody>
</table>

**Plano Full Day Preschool Program**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-7:45</td>
<td>Arrival Sign In/Greeting/Health Check</td>
</tr>
<tr>
<td></td>
<td>Free Choice</td>
</tr>
<tr>
<td>7:45-8:15</td>
<td>Outdoor Play/Gross Motor Activities</td>
</tr>
<tr>
<td>8:15-8:45</td>
<td>Hand Washing/Breakfast</td>
</tr>
<tr>
<td>8:45-9:00</td>
<td>Music</td>
</tr>
<tr>
<td>9:00-9:20</td>
<td>Morning Meeting (Circle Time)</td>
</tr>
<tr>
<td>9:20-9:35</td>
<td>Journal Time/Shared Writing</td>
</tr>
<tr>
<td>9:35-10:05</td>
<td>Free Choice</td>
</tr>
<tr>
<td>10:05-10:25</td>
<td>Alphabet Time Small Groups</td>
</tr>
<tr>
<td>10:25-10:40</td>
<td>Social Emotional Development, Story/Music</td>
</tr>
<tr>
<td>10:40-11:05</td>
<td>Outdoor Play/Gross Motor Activities</td>
</tr>
<tr>
<td>11:05-11:40</td>
<td>Hand Washing/Lunch</td>
</tr>
<tr>
<td>11:40-11:55</td>
<td>Story Time-Transition to nap time</td>
</tr>
<tr>
<td>11:55-2:00</td>
<td>Nap Time</td>
</tr>
<tr>
<td>2:00-2:30</td>
<td>Hand Washing/Supper Time</td>
</tr>
<tr>
<td>2:30-2:45</td>
<td>Music and Movement</td>
</tr>
<tr>
<td>2:45-3:00</td>
<td>Circle Time Review Whole Group</td>
</tr>
<tr>
<td>3:00-3:15</td>
<td>Math Small Group</td>
</tr>
<tr>
<td>3:15-3:45</td>
<td>Social Studies, Science Small Group/ Quiet Centers</td>
</tr>
<tr>
<td>3:45-4:30</td>
<td>Outdoor Play/Gross Motor Activities</td>
</tr>
<tr>
<td>4:30-4:45</td>
<td>Hand Washing/ Snack Time</td>
</tr>
<tr>
<td>4:45-5:00</td>
<td>Story Time</td>
</tr>
<tr>
<td>5:00-5:15</td>
<td>Manipulatives</td>
</tr>
<tr>
<td>5:15-5:30</td>
<td>Free Choice/Departure</td>
</tr>
</tbody>
</table>
West Putnam Full Day Preschool Program

7:30-7:50  Arrival Sign In/Greeting/Health Check
          Free Choice
7:50-8:05  Story Time
8:05-8:35  Hand Washing/Breakfast
8:35-9:00  Outdoor Play/Gross Motor Activities
9:00-9:20  Morning Meeting (Circle Time)
9:20-9:35  Journal Time/Shared Writing
9:35-10:05 Free Choice
10:05-10:25 Alphabet Time Small Groups
10:25-10:40 Social Emotional Development, Story/Music
10:40-11:05 Outdoor Play/Gross Motor Activities
11:05-11:40 Hand Washing/Lunch
11:40-11:55 Story Time-Transition to nap time
11:55-2:00 Nap Time
2:00-2:30  Hand Washing/Supper Time
2:30-2:45  Music and Movement
2:45-3:00  Circle Time Review Whole Group
3:00-3:15  Math Small Group
3:15-3:45  Social Studies, Science Small Group/quiet Centers
3:45-4:30  Outdoor Play/Gross Motor Activities
4:30-4:45  Hand Washing/_snack Time
4:45-5:00  Story Time
5:00-5:15  Manipulatives
5:15-5:30  Free Choice/Departure

Part Day Preschool Programs
*Plano Preschool  *Olive PS255  *Vandalia Preschool

Morning Sessions
(8:00am-11:00am)
8:00-8:30  Arrival/Breakfast, Sign In /Greetings/Health Check
8:30-9:00  Morning Meeting (Circle Time)
9:00-9:15  Journals/Shared Writing
9:15-9:30  Alphabet Time
9:30-10:00 Free Choice
10:00-10:15 Small Group: Math (M,W)  Science (T, TH) Social Science (F)
10:15-10:45 Outdoor Play/Gross Motor Activities
10:45-11:00 Social Emotional Development

Afternoon Sessions
(12:00pm-3:00pm) (12:10-3:10)
12:00-12:30  Arrival/Lunch, Sign In /Greetings/Health Check
12:30-1:00  Afternoon Meeting (Circle Time)
1:00-1:15   Journals/Shared Writing
1:15-1:30   Alphabet Time
1:30-2:00   Free Choice
2:00-2:15   Small Group: Math (M,W)  Science (T, TH) Social Science (F)
2:15-2:45   Outdoor Play/Gross Motor Activities
2:45-3:00   Social Emotional Development

**Schedules vary according to site and hours of operation.
NUTRITION SERVICES: 5 CCR Section 18278
Porterville Unified Preschools promotes children’s health and well-being by providing nutritious meals and snacks daily. All meals and snacks are culturally and developmentally appropriate; and meet the nutritional requirements set forth by the federal Child Care Food Program. Menus are posted in the classroom and are sent home with the children monthly. For the safety of all children, our preschool sites are designated as peanut free.
Please notify the preschool staff immediately if your child has food allergies or requires a special diet. In compliance with licensing requirements, and for the protection and safety of children, the following policy has been established:
1. If parents choose to bring their child breakfast, lunch or snack to school; it must be of nutrition value.
2. All celebration foods must be served at a time other than regularly scheduled mealtimes.
3. Preschool staff is responsible to ensure food safety and sanitation as it pertains to the storage, preparation, and serving of foods.
4. All special diets and/or special dietary needs will be accommodated as long as medical documentation is provided from the child’s doctor.

HEALTH AND SOCIAL SERVICES: 5CCRSection 18276
Porterville Unified Preschools offers a health and social service component for all families. If your family has health and/or social service needs, we encourage you to discuss those needs with your child’s teacher, our office staff, or the program director. Porterville Unified Preschools will provide you with referrals to appropriate community agencies, based on your specific needs, and will follow up with you to ensure that your family needs have been met.

Kinder Care Dental Program
The Kindercare Program creates and implements a process ensuring dental screening and Fluoride Varnish Applications with parent approval. It is to effectively integrate Medical and Oral Health Services for children 0-5 years of age through Family Healthcare Network. The project team includes a Registered Dental Hygienist (RDH), Community Health Specialist (CHS), and a Chief Dental Officer.

The Vision Screening Program
California-Hawaii Elks Project is a non-profit organization that offers free vision screening to children throughout California. The purpose of this screening is to identify children who may be at risk for undetected vision abnormalities. Vision Screening is performed by a Certified Pediatric Vision Screener. The screening is not a substitute for a doctor’s eye examination.

PARENT INVOLVEMENT & EDUCATION: 5CCR Section 18275
Parent involvement is the key to the success of our programs. Parent participation is essential for the operation of a healthy, safe, and enriching program. There are many opportunities available to parents/guardians in the program for growth, input, and learning. The program strives to include parents/guardians in all components of the program; therefore, there are a variety of ways for parents to become involved in their child’s education.
1. Parents/guardians have the right to unlimited access to their children.
2. All visitors must check in before going into the classroom.
3. All volunteers must have a Background/ Finger Print & Tuberculosis, MMR, and TDAP clearance on file to participate in the program activities.
Parental Responsibilities
1. Share what you know about your child.
2. Learn about new settings and new experiences.
3. Work with your child at home.
4. Communicate regularly with staff.
5. Stay involved with the program.
6. Network with other parents/guardians.
7. Assist the teacher in the classroom or on the playground.
8. Assist the teacher during a field trip.
9. Assist the teacher during meal service.
10. Help prepare classroom materials as requested by the teacher.
11. Help staff update the Parent Information Board.
12. Attend Parent Committee meetings and events.

Parent Advisory Committee (PAC)
The Porterville Unified Preschool Program advisory committee consists of parents and is open for community partners and administration. The Parent Advisory Committee will meet on a quarterly basis. Responsibilities of the PAC are to help with parent education, resource activities, topics and community involvement for parents and preschoolers. You are encouraged to get involved with your child’s learning process and participate in activities or special events at any time.

Parent Education Programs
Throughout the year, educational workshops and parent trainings are included within the parent meetings/PAC meetings. Community events and opportunities are posted on the parent resource board. In addition, parents are encouraged to share family traditions and culture in their child’s classroom. The program provides parents with information regarding things that they can do to help their child learn and develop. Preschool staff conference with parents giving them ideas, suggestions, and strategies that will benefit their child, the program holds parent meetings to provide education and information regarding many different services and parents may always contact the preschool office anytime for other ideas, suggestions, or support.

Communication and Newsletters
Preschools will be sending newsletters and reminders home either by Remind app or by posting them near sign-in sheets or classroom doors. The reminders keep families informed about the program, parent events, classroom activities and general information. Please sign up for Remind: Text 81010 message @7e79h9 for Olive Preschool and message @a7f29 for Plano Preschool.

Bulletin Boards
Each classroom has a parent bulletin board with information concerning community activities, resources, curriculum plans, newsletters and other announcements. Program licensing information and policies are located in main entrance hall.

Field Trips
Field trips are a great opportunity to provide hands on learning experiences to support classroom curriculum. A yearly field trip fee up to $25.00 may be charged per child. However, we will not exclude any children from participating in field trips who are unable to pay the field trip fee. Parents will be notified of field trips in advance and are required to sign a permission
slip for their child to attend. All volunteers must have a background/finger print, TB, MMR, and TDAP clearance on file to participate in field trips.

**PROGRAM SELF-EVALUATION PROCESS:** 5 CCR Section 18279
The Porterville Unified School District Preschool Program consistently strives for program improvement. The program includes an annual self-study plan that determines if the program goals and objectives are met. The self-study includes a self-assessment using Federal Program Monitoring (FPM)/Contract Monitoring Review (CMR) instrument in accordance with instructions specified by the Early Education and Support Division (EESD) and an assessment of the program by parents. The program submits a summary of the findings of the self-study to the EESD by June 1 of each year. The program modifies its goals and objectives to address any areas identified during the self-study as needing improvement.

**CELEBRATIONS**
Porterville Unified Preschools celebrate all recognized holidays as well as birthday celebrations. If you would like to bring a nutritious treat to share with your child’s class it must be store bought. We require parents to confirm with their child’s classroom teacher prior to bringing outside food. Monthly themes may include holidays, but lessons will be kept secular in nature, focusing on characters commonly associated with the holiday and avoiding all religious reference. Our curriculum is not affiliated with any religion and we respect and honor each individual's preference in respect to religion. Communicate with the teacher if you would prefer that your child not participate in these activities and be willing to work with classroom staff to make accommodations during holiday events.

**COMMUNITY INVOLVEMENT:** 5 CCR Section 18277
We will have various community members visit our sites to conduct presentations for the children and/or parents. We encourage community involvement and welcome all ideas and learning opportunities. We will post flyers on our parent resource board that will update parents on activities that are currently happening in our community.

**STATE PRESCHOOL FAMILY SELECTION PROCESS**
The term “eligibility” is used because families are ranked by eligibility factors for subsidized care. Enrollment is based on the lowest rank first. First priority for services shall be given to children in Child Protective Services or “at risk;” next priority will be to families that meet our income guidelines with priority given to 4 year olds. If the program is full, families are then placed on a waitlist. Once spots become available, families will be contacted using the ranking order above; contacting the lowest ranked families first.

**PRESCHOOL ADMISSION**
**General Requirements:**
To receive subsidized childcare and development services, families shall meet the eligibility and need criteria as specified in the paragraphs below. In addition, families must also reside in or work in the State of California. The governing board of a school district or a county superintendent of a school may accommodate children residing outside the district boundaries in accordance with Education Code Section 8322(a). The determination of eligibility shall be without
regard to the immigration status of the child or the child’s parent(s) unless the child or the child’s parents(s) is under final order of deportation from the United States Department of Justice.

**PROGRAM QUALIFICATIONS**
To enroll a child in the Porterville Unified School District’s Preschool Program, the family must meet the following requirements:

**Priorities:**
Priority given to 4 year olds
First priority for services shall be given to children under protective services
Children who come from low-income households
Children with exceptional needs will be prioritized only if the ranking number is the same.

**Eligibility:**
Eligibility shall be established by one of the options listed below:
1. At-risk of abuse, neglect, and/or exploitation
2. Child Protective Services (CPS)
3. Homelessness
4. Current CalWORKS cash aid recipient
5. Income eligible: A family will be considered income eligible if their adjusted monthly income is at or below 85 percent of the SMI, adjusted for family size.
   a. The (85 percent SMI) for Initial Certification is included in this handbook.
   b. Families remain eligible and receive services for not less than 12 months except when the family income exceeds 85% of SMI threshold
   c. Once certified or recertified as income eligible for services, you have an obligation to report increases in income that exceed the 85 percent threshold within 30 days for ongoing income eligibility. Your ongoing eligibility for services shall be re-determined at that time.
6. Children with exceptional needs whose families are over the income eligibility threshold may be enrolled after all otherwise eligible children have been enrolled.

**Need:** 5 CCR Sections 18086.1 through 18092.5
ONLY……Full day preschool services
Eligibility and need must both be met in order to be enrolled into the full day program. Parent(s) and any other adult counted in the family size must meet one of the following requirements in order to establish the need for full time services.
1. Employed
2. Seeking employment for this purpose, the family period of eligibility is up to twelve months throughout the fiscal year. Services are limited to 5 days per week and less than 30 hours a week.
   a. Documentation shall include a written parental declaration that is signed under penalty of perjury stating that the parent is seeking employment.
   b. Declaration shall include the parent’s plan to secure, change, or increase employment; and include a general description of when services will be necessary.
3. Participating in Training toward Vocational Goals, English Language Learner, General Education Development, or High School Diploma leading directly to a recognized trade, Para profession, or profession. Documentation shall include:
   a. A statement of your vocational goal or type of training activities
   b. The name of the training institution that is providing the training
c. Days and hours of the training
d. The dates that quarter, semester, or training period, will begin and end
e. A current class schedule or
f. A current document that includes classes currently enrolled in, days of the week, and the times of the day of classes, the signature or stamp of the training institution’s registrar, and the anticipated completion date of all required training activities.
g. Documentation of Training at Recertification: Adequate progress from the most recently completed quarter, semester or training period shall be provided:
   • In a graded program: 2.0 grade point average
   • In a non-graded program: Pass program requirements in at least 50 percent of classes, or meet the training institution’s standard for making adequate progress

4. Homeless and seeking permanent housing for family stability. Documentation shall include:
   a. A written parental declaration that is signed under penalty of perjury that the parent is seeking permanent housing, including the parent’s search plan to secure a fixed, regular, and adequate residence; and a general description of when services will be necessary.

5. Incapacity, including a medical or psychiatric special need, to the extent that the parent’s ability to provide normal care for the child is significantly limited. Documentation shall include:
   a. A signed release authorizing a legally qualified health professional to disclose information necessary to establish incapacitation.
   b. The extent to which the parent is incapable of providing care and supervision.
   c. The days and hours per week that services are recommended.
   d. Name, business address, telephone number, professional license number, and signature of the health professional

6. Child Protective Services/At-Risk

Income Documentation: 5CCR Section 18078
Your income eligibility is based on documentation of the total countable income of all individuals counted in the family size, for example:
1. Gross wages or salaries, commissions, tips, overtime, bonuses, gambling, lottery winnings
2. Disability or unemployment, or workers’ compensation
3. Public cash assistance
4. Child support payment received
5. Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies
6. Employed Parent Documentation
   a. Release authorization and payroll check stub(s) for the month preceding certification or
   b. Release authorization and letter from employer; or
   c. Other record of wages issued by the employer.
7. Self-certification of income for which no documentation is possible, you may provide a self-certification of income. A written statement that is signed under penalty of perjury, identifying: Employer, date of hire, rate and frequency of pay, total amount of income received for the preceding month(s), type of work performed, and hours and days of
employment; or The amount and frequency of sources of income for which no documentation is possible.

8. If your basis of eligibility is self-employment, you shall provide a combination of documentation necessary to establish current income for at least the month preceding certification or recertification. The documentation shall consist of as many of the following types of documentation as necessary to determine income:
   a. Letter from source of income
   b. Copy of the most recently signed and completed tax return with a statement of current estimated income for tax purpose or
   c. Other business records; such as ledgers, receipts, or business logs

PUSD Preschool Program reserves the right to ask for additional documentation to verify income. Employment verifications need to be completed by and received from the employer directly.

Requirement to Report Increase in Income:
Once certified or recertified as income eligible for services, you have an obligation to report increases in income that exceed the 85 percent threshold for ongoing income eligibility. Your ongoing eligibility for services shall be re-determined at that time.

Homelessness Documentation: 5 CCR Section 18092
Written referral from an emergency shelter or other legal, medical or social service agency or written parental declaration that the family is homeless and a statement describing the family’s living situation. Written parental declaration must be signed by the parent “under penalty of perjury attesting that the contents of the statement are true and correct to the best of his or her knowledge.”

Child Protective Services Documentation: 5 CCR Section 18092
Written referral dated within six months of application for services and includes:
1. Statement from local county welfare department, child welfare services worker, certifying that the child is receiving Child Protective Services and that child care and development services are a necessary component of the CPS service plan.
2. Name, address, phone number and signature of the county child welfare staff.

“At Risk” Documentation: 5 CCR Section 18092
A written referral dated within six months of application for services and includes:
1. Statement by a legally qualified professional (someone licensed in the state to perform legal, medical, health or social services for the general public) that the child care and development services are needed to reduce or eliminate that risk.
2. Name, address, phone number and signature of the legally qualified professional.

Family Size Documentation: 5 CCR Section 18100
The number of children you claim in your family size shall be documented by providing at least one of the following:
1. Birth certificate or record
2. Child custody court order
3. Adoption documents
4. Foster Care placement records
5. School or medical records
6. County welfare department records
7. Other reliable documentation indicating the relationship of the child to the parent
Single Parent Documentation:
1. If you are the only parent signing the application for services, and the birth record indicates the child has another parent whose name does not appear on the application, you may provide a self-certification of being a single parent, signed under penalty of perjury.
2. No further documentation shall be required.

ENROLLMENT PROCESS
Families may be contacted and notified by mail, phone, or personally at the preschool office. Parents are to complete the Porterville Unified School District Preschool application and bring all required documents, which may include birth records of all children in the home or proof of family size, current immunization records, current Tuberculosis Test, current physical exam, check stubs, proof of all income for the previous month, and proof of need, if applicable. Once certification has been determined, completion of the Application for Service must be signed and dated. The decision to approve or deny services shall be communicated to the applicant by mailing or delivering a completed statement referred to as a Notice of Action, Application for Services within thirty (30) calendar days from the date the application is signed by the parent(s). The NOA is issued to the parent for approval, denial, termination, and changes to services.

NOTICE OF ACTION (NOA): 5 CCR sections 18094, 18095, 18118, 18119 and 18120
You will receive a Notice of Action (NOA) at:
1. Initial certification to approve or deny services
2. Recertification
3. When your family fee payment is delinquent
4. Disenrollment from the program
Parent Right to Appeal: • The NOA will provide the details of the action, and the instructions on how to appeal • You must follow the instructions and timeline for the appeal process at the local level (program) first. If you do not agree with the program’s decision, you may appeal at the CDE level.

APPEAL PROCESS
If the parent disagrees with an action, the parent(s) may file a request for a hearing with the preschool within fourteen (14) calendar days of the date the Notice of Action was received. Upon the filing of a request for hearing, the intended action shall be suspended until the review process has been completed. The review process is complete when the appeal process has been exhausted or when the parent(s) abandons the appeal process described in 5 CCR, Section 18119 through 18122. The hearing officer shall mail or deliver to the parent(s) a written decision within ten (10) calendar days after the hearing. The written decision shall contain procedures for submitting an appeal to the Early Education and Support Division (EESD). If the parent disagrees with the written decision from the preschool, the parent has fourteen (14) calendar days in which to appeal to the EESD. If the parent(s) do(es) not submit an appeal request to the EESD within fourteen (14) calendar days, the parents’ appeal process shall be deemed abandoned and the contractor may implement the intended action.

RECERTIFICATION
Recertification must be completed at intervals not less than twelve months. For recertification, families shall be required to provide documentation to support continued eligibility and need for services. Families shall be notified in advance of recertification date.
1. Children receiving child protective services will be recertified every (12) months.
2. Families receiving full-day services will be recertified every (12) months and must meet the eligibility and need criteria.

3. At the time of recertification, all families will be asked to provide updated documentation of need and eligibility.

4. At recertification, families continue to be income eligible when the family’s adjusted monthly income remains at or below 85 percent of the SMI, adjusted for family size.

5. Families, whose adjusted monthly income exceeds 85 percent of the SMI, will have reached the exit threshold and are no longer income eligible for ongoing subsidized services.

6. Once the recertification documentation is requested, families have 30 days to provide recertification documentation. If the supporting documentation is not received within 30 days, the child may be dis enrolled from the program.

**WAITLIST**

Our eligibility waitlist is determined by income, need, and family size. Our program maintains an eligibility waitlist from which names are drawn for admission. Children are to be admitted to the program based on the priority eligibility list. “First come, first served,” does not apply. First come, first served will only apply if two children on the eligibility list have the same need, income and family size. If there are no openings at our preschool, the child’s name will be placed on the waitlist and you will be contacted when an opening is available. Please call and let us know if your phone number or information changes from the original information given at the first time of visit or phone call.

**FEE POLICY**

1. The fees charged for childcare are assessed according to the Early Education and Support Division (EESD), Family Fee Schedule. Per Title V Regulation 18108.

2. All fees are due on the first of each month. Fees need to be paid in advance and must be paid as stated and agreed upon in the admissions agreement. Title V Regulation 18114.

3. Monthly fees are assessed at certification and recertification. If you have a change in circumstances that might reduce your family fee, you may request an update to the application prior to the recertification due date.

4. State regulations require that fees be charged for every day of enrollment including excused and unexcused absences.

5. Checks, cash, and money orders are accepted as payment for childcare fees.

6. If two bounced checks are received in a 6-month period you will be required to pay with cash or money orders from that point on and any bank fees will be charged to the responsible parent.

7. Fees must be paid to either the Director of Early Learning or the secretary. No refunds will be made from fees paid.

8. Please keep all receipts given to you for childcare fees.

9. Fees are assessed by family. If you pay another provider for childcare, you may be able to receive a credit for your fees. As per Title V Regulation 18112. Credit is given for child care fees paid to other service providers when assigned provider is not able to meet all the family’s certified need for child care. A receipt or cancelled check for the fees paid is required. The credit is applied to the next billing period.

10. If the fees are seven (7) calendar days late, a NOA will be issued to you with a pending termination date for services. To halt the NOA action you may either pay the delinquent fees or agree to reasonable repayment plan for the delinquent fees. If all delinquent fees are paid in full within fourteen (14) days from notice, services can continue. Title V Regulation 18115.
11. If you receive three (3) Notices period and you again fall seven (7) days behind, your childcare will be terminated at the discretion of our agency representative. Such termination may occur whether or not the past due fees have been paid. Title V Regulation 18116.

**FEE DUE DATES**

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<th>Monthly Fees Due</th>
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Exceptions to Family Fee Assessment:
No fees are assessed for:
- a. CPS or At-Risk, for a maximum of 12 months, if the written referral from a legally qualified professional or the CPS worker states that family fees shall be waived
- b. Families receiving CalWORKs cash aid
- c. Part-Day CSPP families

**HOW TO CONTINUE IN THE PROGRAM**

1. Timely recertification process; annually for all
2. Timely payment of Fees, if applicable
3. Adherence to Fee Payment Plan
4. Abide by policies, procedures, and requirements

**ATTENDANCE AND ABSENCE POLICY**

**Benefits of Attendance**
Whether you are enrolled in the Full time or Part time program, it is important for your child to have good attendance, which will support your child’s progress towards his/her goals. Regular attendance is a habit that will help your child be successful in kindergarten and elementary school.

**Notification of Absences**
Parents are responsible for notifying the program staff by phone if the child is to be absent. If the parent does not call to notify staff of the absence, the parent must then fill out the reason for absence as soon as the child returns to school. If no action is taken to notify staff or clear the absence, this will be counted as an unexcused absence. The reason for absence is required for our records. The unexcused absence policy is: a child having three consecutive absences without notification or 3 unexcused absences may subject the child to being dropped from the program. If the child has an extended absence for any reason, it is important that the parent keep the preschool notified of the child’s progress by calling every day or two.
Excused Absences: 5 CCR Section 18066
1. **Illness/Quarantine of Child or Parent** - an absence due to illness or quarantine of child or parent; medical/dental appointments for child or parent.
2. **Family Emergency** – sudden or unforeseen emergency events – earthquake, natural disasters, hazardous weather conditions, transportation problems, severe illness or hospitalization of an immediate family member, sibling illness, sudden change in residency, death or funeral of a family member, others on a case-by-case basis.
3. **Court Ordered Visitations** – copy of court order or agreement must be in file
4. **Best Interest of the Child** - The Early Education and Support Division (EESD) limits the total number of absences in the best interest of the child to ten (10) days each fiscal year (July 1 – June 30). The following are examples of what falls under these criteria: family vacation, special time spent with a friend/family member, religious activities, special events, and other misc. reasons that are in the best interest of the child and have been approved by the Director of Preschools. You must notify the front office of planned or unexpected Best Interest Days whenever possible

Unexcused Absences: 5 CCR Section 18066
Unexcused absences are days of non-attendance that are not listed above as excused
Examples:
1. Child didn’t feel like coming to school.
2. Parent or child overslept.
3. Any absence not falling in the best interest or excused absence categories.
4. Any absences that have not been cleared by the parent.

Once the 10 best interest days have been exhausted, and the child has reached three (3) unexcused absences, he/she will be terminated from the program.

**SIGN IN/OUT PROCEDURES**
**Arrival:** The State Law requires that you, as parent or guardian, sign the child in and remain with the child until the staff has completed a health check. According to state regulations, it is mandatory for the responsible person or parent to sign the child in with the correct time of arrival and a full signature while the child is greeted and given a health check by the preschool staff. The preschool staff may sign children in or out when the parent has not done so.

**Leaving:** Children must be picked up by the listed dismissal time. You, as parent or guardian, must sign your child out with the correct time of departure, a full signature, and check with the staff before taking your child.

**Late Pick up:**
1. Attempts will be made to contact the parent(s) by phone.
2. Attempts will be made to contact the persons listed on the child’s emergency card.
3. If no one on the emergency card can be reached, Child Protective Services and the police department will be contacted and an “Abandoned Child Report” will be made.

A parent may authorize another person 18 years of age or older to pick up their child by:
1. Leaving the authorized person on the child’s emergency card, or giving written and dated notice to the preschool staff authorizing your child’s release to someone else.
2. A telephone call may be accepted if you speak to the Director or the child’s preschool teacher.
3. Any person being asked to pick up the child must be added to the emergency card and the child’s file.

**A child will not be released to:**
1. Anyone who is not listed on the emergency list.
2. Anyone without proper identification.
3. Anyone under 18 years of age, unless the person is the parent.
4. Anyone suspected of being under the influence of drugs or alcohol.
5. Anyone that is legally restrained from contact with your child.

If a parent is a health or safety concern to our staff; learners; other parents; or program, the program can require another authorized person to drop off and pick up a child.

**HEALTH AND SAFETY**

**Health and Safety Code**

Children will only be admitted into the program if they have met all immunizations or have no doses currently due. Preschool staff will follow up with preschoolers that need to up-date any doses that might be due with a written notice of immunization needed. A physical is required to be admitted (good for 1 year) (Licensing Form 701). A Tuberculosis Test (TB) with results, date given and date read is required to be admitted in school (good for only 4 years). It is parents’ responsibility to provide the school with any new immunizations given to child, so the school can update any new information.

**NOTIFICATION OF CHANGES**

It is urgent that you keep the preschool informed of any changes in address, phone number, change of guardianship, and persons authorized to sign in/out child to/from the facility. It is the family’s responsibility to immediately notify the preschool of any changes.

**ILLNESS**

Sick children will not be accepted for care by the preschool staff. Children who are infectious to other children should not be at school. Staff will conduct a daily health check in order to determine if children are well enough to attend school by observing and evaluating physical health and behavior. If a child becomes sick while at school, parents will be called and are expected to come for the child at once.

**Your child should not be brought to the preschool if he/she has the following:**

1. **Uncontrolled diarrhea:** The child may return after a normal stool.
2. **Vomiting:** The child may not return until vomiting has ceased or a health professional determines that the child may return to school.
3. **Pink eye:** in case of eye with white or yellow discharge, child may return one day after treatment is started.
4. **Head lice:** the child must be out for 24 hours and may not attend school until treated and nit-free. Scabies or other infestations may need a health professional to determine when a child may return to school.
5. **Fever of 101 degrees or more:** A child must be fever free for 24 hours without the aid of a fever reducer unless a health professional determines the child is free from communicable illness.
6. Outdoor activity is a necessary part of daily curriculum. If a child is too ill to go outside, he/she is too ill to attend school.
7. If a child needs to take medication during school hours all needed documentation must be provided. The medication must be in the original container with the physician’s instructions on the label. All necessary documents must be signed daily in order for staff to administer medication.

8. If your child is sent home because a teacher or director suspects that they have a contagious illness. Your child will need to be taken home. **Additionally, if your child has a communicable disease, he/she must have clearance from a doctor stating the child is no longer contagious and may return to school or clearance from the school nurse.**

9. Please notify the preschool immediately if your child has a contagious illness such as strep throat, pinworms, impetigo, conjunctivitis, measles, mumps, whooping cough, staph infection, chicken pox, hand, foot and mouth disease or head lice. We will notify all parents if children have been exposed to a contagious illness while at the preschool (keeping the name of the ill child confidential).

10. If the teachers or Director call you to come and pick up your child for any of the reasons above, it is the parent/guardian’s full responsibility to have the child picked up. Children who have been ill may not return to school until they are free of symptoms for a 24-hour period. Readmission is at the discretion of the preschool teacher or designated staff.

**MEDICAL EMERGENCIES**
In case of serious illness or injury, we will make an immediate attempt to contact you. If we cannot reach you, we will call your child’s physician. If necessary, we will also call an ambulance or paramedics. The parent/guardian is expected to assume responsibility for any resultant expense. Please be sure to have current information needed to contact you in an emergency. Porterville Unified School District will provide incidental medical services on an as needed basis.

**MEDICATION PROCEDURES**
Medication to be given out at the school site must be accompanied by a Medication Instructions Form completed and signed by the parent or guardian daily. The medication must be in the original and current prescription container. The prescription bottle should have the child’s name, date, and specific dosage. We cannot share medications amongst siblings. **If your child needs to be on inhaled medication, the physician must fill out an authorization packet**

**MEDICAL AND DENTAL PROCEDURES**
Each child must have a physical assessment before attending the preschool. All children are required to have started their immunizations before enrollment. Immunizations must be kept up to date while attending preschool. The staff and the District Nurse may assist parents in obtaining services for their child’s medical and dental needs.

**LICE**
Lice outbreaks are common among school children. ALL children can become infested, even the cleanest child. If a child is found with active, adult head lice, the parent/guardian shall be given information about the treatment of head lice and encouraged to begin treatment of the child immediately and to check all members of the family. Upon the child’s return to school, the child shall be checked for active head lice. If it is determined that the child remains infected with head lice, the child will be sent home and further treatment will be necessary. As needed, the school may provide additional resources and/or referral to the local health department, health care providers, or other agencies.
Biting
One of the most upsetting yet normal behaviors of early childhood is biting. Young preschoolers, social skills are still limited. It is difficult for young children to distinguish between what is loving and what hurts. When a young child bites, it is usually a means of expressing emotions. Young children do not have a social conscience as we know it. They may fully understand that when they bite, someone cries; but they have not yet connected all of the social consequences.

1. Parents will be notified if their child has been bitten and of the procedures teachers have taken. The name of the child who did the biting will not be included when informing the parent of the incident. If the bite has broken the skin, it will be washed with soap and water. Both parents will be notified immediately and requested to call their child's physician for further instructions.

2. If biting becomes an ongoing behavior, the Director and the child's teachers will talk with parents and together they will carefully analyze the circumstances. Anecdotal information noting when the incident happened, where it happened, what precipitated the bite, who was involved, and the times of day the biting occurs will be recorded. A teacher will be assigned to stay in close proximity to the child to interrupt the biting behavior before it happens and to provide needed support. Reasonable action will be taken to modify the environment, routines or interactions within the group, to help diminish the biting. If further action is needed, Director will notify parents.

Injuries
1. In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

2. In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency.

Discipline Policy
Positive Guidance Policy
Based on the philosophy of the Preschool Program, the positive guidance policy embodies mutual respect of the personal rights of the child and adult. Within that framework, children develop self-discipline within a safe environment free from punishment, infliction of pain, humiliation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature. Goals have been developed for the children and guidelines for preschool staff, parents and preschoolers as well as procedures for dealing with unacceptable behavior.

Goals for Children
1. To develop a strong sense of self-esteem.
2. To develop a sense of responsibility for self and others.
3. To develop internal controls.
4. To learn to recognize and express feelings.
5. To become aware of behavior and consequences.
6. To maintain respect for self and others.
7. To learn the art of self-protection.
8. To become a problem-solver.

**Preschool Staff Guidelines for Working with Children**
1. Model the expected behavior for children.
2. Reinforce acceptable behavior with words or actions.
3. Set limits and clear expectations. Reinforce the need for consistency among adults in the area.
4. Verbalize what is happening. Describe the situation and explore feelings.
5. Acknowledge the child’s feelings.
7. When possible, ignore inappropriate behavior that can be tolerated.

**Procedure for Dealing with Unacceptable Behavior**
1. Stop unacceptable behavior.
2. Briefly explain what and why the behavior is unacceptable.
3. Explain acceptable alternatives as well as consequences.
4. If a child’s behavior does not change, follow through with consequences.
5. When a child intrudes on the “safe space” of another person, whether child or adult, he/she may be required to sit quietly in an adult supervised area for a brief time. (Suggested time of 1 minute per child’s year of age.)
6. In order to regain self-esteem, the child should be given the opportunity to make behavioral adjustments.
7. If a child exhibits consistently abusive behavior, the Preschool staff or Director will determine further actions as necessary: parent conferences, consultation, referrals, or possibly removal from the program. Physically or emotionally hurtful actions will not be used.

**Unacceptable Behavior in Children Include**
1. Physical abuse of self or others; hitting, biting, spitting, pushing, kicking, pinching, scratching, slapping or pulling hair.
2. Emotional abuse of self or others; name-calling, teasing, and use of foul or vulgar language, intimidating or threatening words.
3. Misuse or destructions of materials or environment; throwing objects, neglect of materials, not returning items to their proper places, mistreating animals and other live creatures, jumping or climbing on furniture, interfering in the work or play of others.

**Corporal Punishment**
State law and District policy prohibit Porterville Unified School District employees, from the use of corporal punishment.

**Behavior Termination**
All situations of physical abuse (hitting, biting, spitting, pushing, kicking, scratching, etc.) will be handled on an individual basis and may result in termination.

1. Step One: The Preschool Teacher will notify the parent of child’s behavior in a personal meeting where written documentation/data will be discussed.
2. Step Two: Before termination; Preschool Teacher and parents will create a behavior plan together, setting a reasonable time goal for improvement of behavior.
3. Step Three: After 30 days of implementing behavior plan, if behavior has not improved; letter of termination will be given.
INTERVENTION POLICY

Classroom rules are intended to protect the rights of all students and staff and promote a safe learning environment. The behavior of a child must not interfere with his/her safety or that of other children or adults in the classroom. When a child’s behavior poses imminent danger to the physical well-being of him/herself or others, interventions may be used. This could include:

1. Parent conference
2. A parent/guardian may be asked to pick up the child if the child cannot respond to adult interventions.
3. A plan of action, developed with input from parent/guardian and staff.
4. Inter-agency referrals
5. Recommendations for referrals to outside agencies
6. Adjustment of hours or days of attendance to meet the child’s ability to comply with safety requirements

Teacher Strategies

1. Positive redirection
2. Verbal redirection and praise for expectations meet and followed.
3. Parents are encouraged to speak to the child at home and implement same rules in school into their homes.
4. Common Language Spoken:
   - “Walk”
   - “Use inside voices”
   - “It is not available right now”
   - Hands are for high-five and handshakes
   - Encourage sharing and taking turns among each other
   - Use nice words that make us feel good

TERMINATION OF ENROLLMENT

The following conditions are cause for termination of a child’s enrollment:

1. Household income and adjusted family size exceeds the 85 percent threshold of the SMI.
2. Fees are not paid on time.
3. Not following policies or procedures outlined in the Preschool Program’s guidelines/handbook;
4. Child who is continuously picked up after operating hours.
5. Concealed facts or fraudulent and/or misleading information supplied to the program;
6. Failure to sign all required forms and documents;
7. Excessive unexcused absences or repeated failure to call and notify the program of reason for absence. Not following absence policy.
8. Parent or guardian who physically, sexually, and/or verbally harasses staff, other parents, preschoolers, and/or children (unless parent authorizes another adult to drop off and pick up their child).
9. If a behavior plan is not successful after one month of implementation (refer to the Behavior Termination section on the previous page)

The decision to terminate services for State Preschool shall be communicated to the parent or guardian by mailing or delivering a completed Notice of Action. Termination will include the Notice of Action and appeals process.
SAFETY
1. No food, money, or toys are to be brought by the children unless special arrangements are made in advance with the teacher.
2. Please do not smoke on school premises. This is a safety measure as well as a legal requirement.
3. A child will only be released to those persons listed on the emergency and identification card on file at the preschool. If someone else is to pick up the child, then the parent must notify the preschool and write the authorized person on their child’s emergency contact list.
4. Anyone under the influence of alcohol or drugs will not be allowed to take the child from the preschool. If the person insists, then child protective services will be called.
5. Teachers are required by law to report any suspected abuse to Child Protective Services.

Disaster and Emergency Procedures: Our preschools attempt to be prepared for emergencies. Fire and earthquake drills are held monthly within each classroom. Evacuation, lock down and lock out drills are held quarterly. Each classroom is equipped with emergency and first aid kits. Staff members attend refresher courses in first aid and maintain CPR certification. Parents are encouraged to read the established emergency procedures posted at the preschool. In case of a major emergency, the staff will evacuate the children. If this should occur, all parents will be responsible for picking up their child as soon as it is safe for the parent to do so.

TOILET USE /DIAPERS
Toilet training is an important milestone for young preschoolers. There is no right age that a child should be completely toilet trained. Our preschool programs do not require children to be toilet trained prior to enrollment. However, when your child shows signs of being physically, cognitively, and emotionally ready to begin the toilet training process; we ask that you begin the training at home. We can then discuss a plan to coordinate similar efforts and methods while your child is in our care. Team work and daily communication will provide consistency necessary for effective results. Parents will need to provide a sufficient amount of pull ups, wipes and a change of clothing for the week. If a child does not have sufficient supplies, the parents will be called to come and change the child and provide the needed supplies. Parents must be toilet training at home and supporting the preschool staff as they are toilet training at school. Staff will change preschoolers when soiled but if parents wish to be fully responsible for changing their child then please indicate in writing.

DRESS
1. A change of clothes must be in your child’s cubby every day of attendance. All garments must have the child’s name marked clearly with permanent ink. Sweaters and coats should be labeled with the child’s name. If the supply of extra clothes is used up, please replenish it the following day.
2. No child may attend the preschool barefooted.
3. No flip flops
4. No high heels
5. Girls are encouraged to wear shorts underneath their dresses.

CHILD ABUSE REPORTING POLICY
All PUSD Preschool Staff are mandated to report any suspected child abuse to Child Protective Services (CPS) and/or law enforcement. The California Penal Code designates professions whose members are
mandated by law to report child abuse. Individuals designated as mandatory reporters typically have frequent contact with children. Such individuals may include:

1. Social workers
2. Teachers, principals, and other school personnel
3. Physicians, nurses, and other health-care workers
4. Counselors, therapists, and other mental health professionals
5. Child care providers
6. Medical examiners or coroners
7. Law enforcement officers

**CHILD CUSTODY**

We are legally unable to refuse visitation or the privilege of picking up children to a parent unless we have court certified documentation showing custody or a restraining order from the legal guardian with physical custody. It is the parent’s responsibility to furnish a copy of the court order for the child’s file. If there is shared custody, it is the responsibility of the parent who enrolled the child to inform the preschool program staff.

**TRANSPORTATION**

It is the parent’s responsibility to make sure that transportation arrangements are made to ensure the child attends on a regular basis.

**NAP TIME - Full Time Preschool Only**

It is a requirement that children certified for full service nap daily. Children will be given a cot and a peaceful environment for resting. We do not force children to go to sleep and we try to make resting time as comfortable for a child as possible. Parents need to bring a small fitted crib sheet, small blanket, and a small pillow to help the child feel more relaxed. We encourage the children to rest by playing soft music, darkening the classroom, sitting with them, and patting them when needed. The child who takes a nap is treated no differently than the one who chooses to remain awake. A caregiver will stay in the room during naptime at all times. Naptime is 12p.m to 2p.m. all children will be expected to rest on cots. NAP TIME IS NOT REQUIRED FOR HALF DAY PRESCHOOL.

**PEST CONTROL**

Our preschools utilize a pest management program to effectively control pests with a number of techniques. This can include the application of pesticides that present the least possible hazard and effectively minimize risk to the environment. We will notify parents and staff of the name of the pesticide products scheduled for application at the childcare facility.

**PARENT CONDUCT**

It is important that the program provides an environment where children and families feel safe and secure. The program prohibits any parent/adult from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school. The program believes that the maintenance of a drug and alcohol-free environment is essential to staff, parent, and child safety. Parents/adults are prohibited from being under the influence of controlled substances or alcohol while in school buildings, on school grounds or buses, at school-related or school-
sponsored activities away from school, or while dropping off or picking up a child from school. Adults coming to the program shall treat others with respect and consideration. Adults shall speak in a friendly calm voice, use positive language, supervise the safety of all children, and refrain from negative behaviors such as yelling, swearing, smoking, etc. The adult responsible for the sign in/out procedures of an enrolled child who brings other children with them (because they would otherwise be left unsupervised) assumes total responsibility for their supervision. To ensure the safety and well-being of the children please use CAUTION when dropping off or picking up your child. **Always close and secure the gates or doors when you enter or leave the facility.** Positive parent and staff interaction is essential to the success of the program; however personal (non-program related interaction) is discouraged due to a conflict of interests.

**SOCIAL MEDIA**
Parents are encouraged to maintain appropriate communications, no gossiping, or criticizing the preschool or its staff members on any social media site.

**NOTIFICATION OF PARENTS’ RIGHTS/PERSONAL RIGHTS**
Each family will be given a Notification of Parents’ Rights and Personal Rights. The parents will be required to sign a receipt of the forms and the forms will be placed in the child’s file. Each of the forms will be posted on the Parent’s Bulletin Board at each preschool site. The law prohibits discrimination or retaliation against any child or parent/guardian that chooses to exercise their right to inspect the facility or to file a complaint against the facility.

The law authorizes the person in charge to deny access to parent/guardian if:
1. The parent/guardian is behaving in a way that poses a risk to children in the facility. OR:
2. The adult is a non-custodial parent, and the custodial parent has requested the facility in writing not to permit access to the non-custodial parent.

**CONFIDENTIALITY OF RECORDS**
The use or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program and district. All records are subject to on-site review by officials representing Community Care Licensing, the California State Department of Education, the Health Department, U.S.D.A., or local police authorities in the event of suspected child abuse or neglect. The contractor shall permit the review of the family data file by the child’s parent(s) or parent’s authorized representative, upon request and at reasonable times and places.

**STAFF RIGHTS**
To maintain an atmosphere that is conducive to the physical and emotional health and well-being of all, and to ensure the successful operation of the program parents agree to adhere to certain rules of conduct regarding interactions with staff. These include, but not limited to the following:
1. Be treated and spoken to with respect
2. Ensure parent compliance with policies and procedures agreed upon at enrollment without fear of being humiliated, intimidated, coerced, ridiculed, threatened, and/or physically mistreated
3. Adhere to all rules regarding confidentiality
4. Prohibited the participation of adults displaying disruptive behaviors
5. Determine if children are well enough to attend school by observing and evaluating physical health and behavior. Individuals who fail to respect these “staff rights” risk suspension or dismissal from the program.

GRIEVANCE PROCEDURES
1. If parents have concerns or complaints, they should first go to the child’s teacher to resolve the matter.
2. If an issue cannot be resolved within the classroom, parents should contact PUSD Director of Early Learning, Rebecca Ortiz, at 559-782-7120. Every effort will be made at that level to resolve the issue.
3. If the issue remains, parents would then be directed to speak to PUSD Assistant Superintendent, Martha Stuemky at 559-793-2452.
4. Parents also have the right to contact the Department of Social Services Community Care Licensing at 1310 E Shaw Ave, Suite 300-Fresno, CA 93710, 1-844-538-8766 or California Department of Education at 1430 N Street, Suite 3401, Sacramento, CA 95814, 916-322-6233.

UNIFORM COMPLAINT PROCEDURES
It is the intent of the Porterville Unified School District Preschools to fully comply with all applicable state and federal laws and regulations. The uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy. The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law: The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.
In your complaint, please include the agency name, address, telephone number, and the law or statute that you believe was violated.

Superintendent
600 W. Grand Avenue
Porterville, CA 93257 (559) 793-2455

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