



"Learning, Leading, Innovating"

California State Preschool

Parent Handbook

Lincoln Elementary

333 South D Street
Exeter, CA 93221
(559) 592-2141

Preschool Office

(559) 592-2141 ext. 3024

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**EXETER UNIFIED SCHOOL DISTRICT
PRESCHOOL PROGRAM**

**333 South D Street
Exeter, CA 93221
(559) 592-2141, ext. 3024**

I, the parent/authorized representative of

*have been personally advised of, and have reviewed the Exeter
Unified School District Preschool Program Parent Handbook.*

I acknowledge that I have received a copy of the handbook.

Signature of Parent/Representative:

Date:

EXETER UNIFIED SCHOOL DISTRICT
215 North Crespi Avenue
Exeter, CA 93221
(559) 592-9421

*"In partnership with students, parents, and the community,
we will deliver the highest quality educational experience for every student."*

Welcome to Exeter Unified School District (EUSD) Preschool Program

Thank you for joining our program.
We look forward to working together to benefit your children.

**Exeter Unified School District
Preschool Program
Lincoln Elementary
333 South D Street
Exeter, CA 93221
(559) 592-2141, ext. 3024
(559) 592-5249 fax**

WHO MAY ENROLL

To enroll a child in the Exeter Unified School District Preschool Program, the family must meet the following requirements:

1. The child is 3 or 4 years old as of September 1st of the current school year (Priority to 4 year olds).
2. As of July 2017 State guidelines determined by the California Department of Education for eligibility and need have been updated. Our staff has been in-serviced, is aware of and practices these regulations.

First priority for services shall be given to children in Child Protective Services; next priority will be to families that meet our income guidelines.

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. Exeter Unified School District 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.



*Exeter Unified School District
Preschool Program Office
333 South D Street
Exeter, CA 93221
(559) 592-2141, ext. 3024
(559) 592-5429 fax*

“Learning, Leading, Innovating”

Dear Parent/Guardian,

Welcome to Exeter Unified Preschool Program. We are excited about your interest in an excellent preschool program for your child. We believe you will find our Preschool Program to be a high quality preschool learning experience. 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. Parents are welcome and encouraged to visit the preschool program at any time. If you have any questions or suggestions, please feel free to contact us at (559) 592-2141, extension 3024. We are here to serve you and your child the best we can.

Sincerely,

Melina De La Cruz

California State Preschool Director

Welcome to Exeter Unified School District

“Learning, Leading, Innovating”

WE BELIEVE

- The highest level of learning occurs when we are responsive to the individual needs of every student.
- Parental support and personal responsibility are essential to reach the highest levels of achievement.
- A rigorous course of study designed to prepare students for future success is the foundation of our organization.
- It is our responsibility to develop students to become positive, contributing members of our society.

OUR VISION

- All students will graduate prepared to further their educational and career goals as contributing members of a global society.

OUR MISSION

- In partnership with students, parents, and the community, we will deliver the highest quality educational experience for every student.

COMMUNITY INVOLVEMENT

E.U.S.D. Preschool Program solicits support from the community including the solicitation for donated goods and services. The program provides information to the community regarding services available. The program also invites guests from the community to present to our parents, students, and staff.

DESIRED RESULTS DEVELOPMENTAL PROFILE

The goal of the Exeter 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 California Department of Education, Child Development Division, 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.

EDUCATION PROGRAM

E.U.S.D. Preschool Program focuses on the California Preschool Learning Foundations helping your child to grow in their social-emotional development, language & literacy development, English language development, and mathematics. These foundations describe the knowledge and skills that children typically exhibit at 48 and 60 months of age. The program also focuses on visual & performing arts, physical development, health, history/social science, and science.

ENVIRONMENTAL RATING SCALE

E.U.S.D. Preschool Program is committed to a developmentally appropriate, joyful, nurturing, safe, active, learning environment. The program utilizes the Early Childhood Environment Rating Scale (ECERS) to evaluate the program environment and identify clear steps for development in order to ensure a high quality setting which improves outcomes of children.

HEALTH AND SOCIAL SERVICES

2-1-1

The slogan on the 2-1-1 Tulare County website reads: "When times get tough, finding help should be simple." 2-1-1 connects Tulare County residents with resources, services, and opportunities, through the non-emergency **2-1-1 phone number**, a comprehensive **website (www.211tularecounty.org)**, and a **mobile application**. The mobile app is available for download for Android and Apple devices. Helpful resources are available on their website or mobile application by browsing the following categories: Housing, Utilities, Food, Mental Health, Transportation, Household, Income, Family, Legal, Education, Drought, and Veterans.

Students are referred to other agencies primarily by their teachers, school counselors, and friends.

Other resources are available in the District's Resource Folders located in the Preschool Office and Classrooms.

Kinder Care Dental Program

The Kinder Care Dental Program is funded through First 5 of Tulare County. They create and implement 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.

NUTRITION

A nutritious breakfast (AM program)/lunch (PM program) is served every day. E.U.S. D. Preschool Program participates in the Child Care Food Program administered by the USDA. Meals are served family style with all children and teachers together. Children are offered all items on the menu and encouraged to try everything. Menus are sent home with the students monthly. **Please notify the preschool staff immediately if your child is allergic to a certain food.**

NO ADDITIONAL PAYMENTS OR COSTS

The Preschool Program shall not require or solicit, in cash or in kind, additional payments from the recipients of service. This includes activities or services that would increase the family's cost of participation including meals, recreation and field trips.

PARENT INVOLVEMENT AND EDUCATION

Visiting and observation of classes

No one is more needed in a child's life than the person he/she loves most. You have the greatest influence over your child's growth. Exeter Unified School District Preschool

Program has an open door policy (except during a lockdown procedure). Parents are invited to visit their child's classroom at any time. You may choose to sit inside the classroom and observe or you may want to participate in the classroom activities. Parents with special skills, talents or hobbies are encouraged to share them with the children. Please schedule a time with your child's teacher. Parent visitors are required to wear a visitor nametag. This policy is for the protection of all our children.

Conferences

Parent conferences will take place twice each school year. Informal parent conferences will occur naturally on a regular basis. If you would like to discuss your child, or any aspect of the program, please call the teacher at the center. They will be happy to meet with you.

Parent Education

Parent information and materials are posted on a bulletin board in each classroom, which include a menu, daily schedule, emergency disaster plan, parent's rights, district and community events/resources, and a variety of other important information. The program provides parents with information regarding things that they can do to help their child learn and develop. Parent-Teacher conferences are held 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. Parents may always contact the preschool office anytime for other ideas, suggestions, or support.

Preparing your child for preschool

Take your child to the classroom where he/she will be attending. Your child may join the activities for a short time. If your child does not wish to enter into group activities, let them stand back and observe. Do not try to push your child into an activity. Children soon learn to join in and to enjoy being with others. The staff will answer any questions you may have regarding how your child is adjusting to the new experience of preschool.

Parent Advisory Committee

The Parent Advisory Committee is a group of parents who are committed to working with the program staff to assure optimal functioning of the preschool program. Membership includes interested parents and staff members. The committee will meet to represent the parents and help set the program's policy.

PRESCHOOL VOLUNTEER POLICY

Parent Volunteers

As a parent, you are your child's most important teacher. We need parent volunteers in the classroom and to help us with other activities. Parents are expected to work closely with teaching staff to provide the best program for their children. You are always invited to come and spend some time in the classroom and take part in the activities of the day. Alternative opportunities may be discussed with the Program Director or the Teacher.

Philosophy

We believe that volunteers can make a significant contribution to the preschool community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement the preschool program, thus providing a wider range of interaction and experiences for our students.

Requirements

For the safety of our children, we ask that any person who wishes to volunteer their time at any of our campuses, functions, competitions or field trips, to please register as a volunteer at the District Office. All volunteer paperwork and information can be found at the district office. For our State Preschool Program, volunteers are required to pass a background check, complete a volunteer form, and show proof of the following immunizations: flu, measles, and whooping cough, and pass a TB test. You will be asked to provide a picture identification.

Expectations of Volunteers

Dress Code: Appropriate clothing, footwear, and jewelry for indoor and outdoor preschool activities.

Health and Safety: Exeter Unified School District Preschool Program operates a no smoking policy inside and around the school campus. Alcohol is not permitted on school premises.

Level of Performance: Every volunteer should maintain a high level of awareness and treat every child and adult with respect. They should contribute to maintaining the safety and well-being of the children at all times, as well as creating a happy and secure environment for children and working as a team. To ensure you maintain our confidentiality policy you must not disclose information about children, families, staff or the preschool outside of this environment.

Procedures for the Management of Volunteers

Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status.

- Changes to a volunteer's area of work or time commitment will be made with full consultation.
- Supervising staff will be available to discuss volunteers' concerns as they arise.
- Supervising staff will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.
- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.

Volunteers' Responsibilities

The volunteer's most important responsibility relates to his/her duty of care to children. Children are a vulnerable group generally, due to their age and lack of experience. For volunteers, respecting the rights of children means they **must not:**

- Work unsupervised with students

- Be involved in toileting or assisting with changing children
- Have unsupervised contact with children
- Have intentional physical contact with students (the supervising staff will provide comfort/first aid to a distressed child)
- Display harassing, bullying or intimidating behaviors toward children or staff
- Swear
- Use mobile phones in the preschool learning environment; yet they may step outside to do so, if appropriate
- Bring younger siblings or friends to the learning environment when volunteering

Volunteers Must

- Refer all children concerns or behavior issue to preschool staff
- Refer all parent requests, questions, etc. to preschool staff
- Sign the volunteer sheet on arrival and departure
- Discuss any concerns in relation to preschool matters with the appropriate staff member or the Director
- Keep all preschool related matters confidential and under NO circumstances approach parents or community members in relation to issues arising at the preschool
- Be polite and well-mannered and have regard to all those who access the program. Treat the preschool, staff, and students with respect
- Make an appointment when he/she wishes to speak with a staff member privately in order for us to ensure that staff ratio is met within the preschool setting and that the staff member is present
- Provide a positive model for students
- Know and respect the teacher's boundaries and his/her expertise
- Treat all students equally – not playing favorites with your child or other students
- Encourage students to try tasks and only assist when needed
- Abide by the terms and conditions detailed in the volunteer policy and any other rules and guidelines as deemed necessary by the Director

Cancellation of Agreement:

When concerns arise about a volunteer, a solution to a problem or to improve an area of concern will be offered whenever appropriate. A volunteer's agreement can be cancelled at the preschool director's discretion and where the volunteer:

- Has no more suitable work available
- Fails to follow requirements outlined in the volunteer policy and by the Director
- Behaves towards students, parents, or staff in a manner deemed inappropriate or improper
- Repeatedly fails to meet commitments without notice to the preschool

PROGRAM SELF-EVALUATION PROCESS

EUSD 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.

STAFF DEVELOPMENT

EUSD Preschool Program is committed to quality early childhood education. We hire qualified staff which hold 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. EUSD staff 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.

PROGRAM QUALIFICATIONS

In order to be eligible for part day State Preschool, a parent must meet the California Department of Education/Child Development income guidelines based on family size and income and have a child three to four years of age (priority will be given to four year-old children).

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

- Income
- Current Aid Recipient
- Homelessness
- Child Protective Services
- At Risk of Abuse, Neglect, and/or Exploitation

Income Documentation

Total countable income means all income of the individuals counted in the family size, for example:

- Gross wages or salaries
- Overtime
- Tips
- Cash aid
- Child support payment received
- Portion of student grants or scholarships not identified for educational purposes

EUSD 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.

Income documentation is for the month preceding certification or recertification. Current and on-going income documentation may be requested.

- Employed Parent Documentation
 - Release authorization and payroll check stub;
 - Release authorization and letter from employer; or
 - Other record of wages issued by the employer.
- Provide copies of the documentation of all non-wage income.
- Provide self-certification of any income for which no documentation is possible.

- Self-Employed – as many of the following types of documentation as necessary to determine income:
 - Letter from source of income
 - Copy of the most recently signed and completed tax return
 - Other business records; such as ledgers, receipts, or business logs

Homelessness Documentation

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.

Child Protective Services Documentation

Written referral, dated within six months of application for services and includes:

- 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.
- Probable duration of the CPS service plan.
- Name, address, phone number and signature of the county child welfare staff.

"At Risk" Documentation

A written referral, dated within six months of application for services and includes:

- 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.
- Probable duration of the at risk situation.
- Name, address, phone number and signature of the legally qualified professional.

Family Size Documentation

The parent must provide supporting documentation regarding the number of children and parents in the family. Supporting documentation for the number of children shall be at least **one** of the following:

- Birth certificate or record
- Child custody court order
- Adoption documents
- Foster Care placement records
- School or medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

When only one parent has signed the Application for Service and the information provided indicates the child in the family has another parent whose name doesn't not appear on the application, then the presence or absence of that parent shall be documented by any **one** of the following:

- Records of marriage, divorce, domestic partnership or legal separation.
- Court-ordered child custody arrangement.

- Evidence that the parent signing the application receives child support payment.
- Rental receipts or agreement contracts or other documents for the residence of the family indicating that the parent is the responsible party.
- Any other documentation excluding a self-declaration to confirm the presence or absence of the parent of the child in the family.

If due to recent departure of a parent from the family, the remaining applicant parent may submit a self-declaration under penalty of perjury explaining the absence of that parent from the family.

Within six months of applying or reporting the change in family size, the parent must provide one of the above supporting documentation.

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 students 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). A Tuberculosis Test (TB) with results, date given and date read is required to be admitted in school (good for only 4 years). If any immunizations were not given due to homelessness, religious, or medical reasons, there must be a signed affidavit in the child's file. It is parents' responsibility to provide the school with any new immunizations given to child, so the school can update any new information.

STATE PRESCHOOL FAMILY SELECTION PROCESS

Once documents have been processed, **families will receive a ranking according to their family size and family income.** Once maximum capacity is reached, remaining students will be placed on a waiting list. **Please note:** This list is reworked every time a new student's application is received in order to service families with the highest need.

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.

Enrollment Process

Families may be contacted and notified by mail, phone, or personally at the preschool office. Parents are to complete the Exeter Unified School District Preschool Program application and bring all required documents, which include birth records of all children in the home, 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.

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. 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 Child Development Division (CDD). If the parent disagrees with the written decision from the preschool, the parent has fourteen (14) calendar days in which to appeal to the CDD. If the parent(s) do(es) not submit an appeal request to the CDD 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 prior to each fall semester or whenever the need arises. All families shall be recertified at intervals not to exceed 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. For eligibility and/or need based on "At Risk", recertification shall be within three (3) months and need shall be on any other need criterion - not "At Risk."

NOTIFICATION OF CHANGES

It is urgent that you keep the center informed of any changes in address, phone number, change of guardianship, and persons authorized to sign/in, sign/out child from the facility. It is the family responsibility to notify the preschool of any changes within five (5) days of any change.

HOURS OF SERVICE

The Exeter Unified School District Preschool Program Office hours are 7:45a.m. – 3:00p.m. Our knowledgeable office staff will be able to assist you with your questions and concerns. The program calendar runs a minimum of 180 days. A school calendar will be given to each family at the time of registration. Instructional days are Monday-Friday.

Morning session: 8:00 AM-11:00 AM

Afternoon session: 12:00 PM-3:00 PM

ARRIVING AND LEAVING

Arriving: 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 teacher.

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. If a child is not picked up from the program:

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
2. Giving written and dated notice to the child's teacher authorizing your child's release to someone else.
3. A telephone call may be accepted if you speak to the supervisor or the child's teachers.
4. 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.
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, students, other parents, or program, the program can require another authorized person to drop off and pick up a child.

If your child is going to be absent, please call and notify the office immediately.

ILLNESS

Sick children will not be accepted for care by the center staff. Children too sick to go outside and play or who are infectious to other children should not be at school. Staff will 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.

Authorized preschool staff may administer medication only with written authorization from the parent and consent by the District Nurse. The medication must be in the original container with the physician's instructions on the label.

Your child should not be brought to the center if he/she:

1. has a fever, or has had one during the previous 24 hours;
2. has signs of a cold-cough, sore throat, watery eyes, heavy nasal discharge or colored mucus;
3. has a persistent cough;
4. has a rash, lice;
5. has an eye infection;
6. is vomiting or has diarrhea, or has been during the previous 24 hours;
7. has any symptoms of possible communicable disease. **Please notify the school immediately if the child has a communicable disease. 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.**

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 teacher or designated staff.

If your child has been exposed to a communicable disease (such as chicken pox or measles) we will notify you.

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. Exeter 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 center. 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 infested with head lice, parents shall be contacted to discuss treatment. As needed, the school may provide additional resources and/or referral to the local health department, health care providers, or other agencies. If a child is found consistently infested with head lice, he/she may be referred to a multidisciplinary team.

ATTENDANCE/ABSENCES

Parents are responsible for notifying the office by phone if the child is to be absent. If no action is taken to notify staff or clear the absence, this will be counted as an unexcused absence. The specific illness or reason for absence is required for our records. The unexcused absence policy is: **a child having five consecutive absences without notification or 5 unexcused absences will subject the child to be dropped from the program.** If the child has an extended absence for any reason, it is important that the parent keep the center notified of the child's progress by calling every two or three days.

Excused Absences are defined by the state as:

1. **Illness of Child or Parent** - an absence due to illness or quarantine of child, illness or quarantine of their parents (illness of a sibling is not considered an excused absence), or medical appointment for child or parent.

2. **Family Emergency** – sudden or unforeseen emergency events - includes death of an immediate family member, funeral of an immediate family member, sibling illness, personal environment disaster (i.e. fire), catastrophic event (i.e. burglary, auto accident/trouble), natural disaster/severe weather conditions (i.e. earthquake, tornado).
3. **Court Ordered Visitations** – copy of court order or agreement must be in file
4. **Best Interest of the Child** - a reason, which is clearly in the “best interest of the child.” The state limits “Best interest of the child” (BID) days to 10 days per contract period or 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.

Unexcused Absences

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.
5. Once the 10 best interest days have been exhausted, any “best interest” absences will be counted as unexcused.

Once the child has reached five (5) unexcused absences, he/she will be terminated from the program.

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.

CHILD ABUSE REPORTING

As per State Law, all teachers and staff in the State of California are “mandated reporters” of suspected child abuse. Center staff will follow these requirements in reporting to Child Protective Services.

CHILD FIND

Child Find is a component of Individuals with Disabilities Education Act (IDEA) in which school districts identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services. Child Find provides free developmental screening and evaluation services. Children identified with physical or developmental challenges receive intervention services through the school district preschool programs and/or specialized groups/services. For additional information or to arrange an appointment contact the EUSD Special Education Department at 559-592-9421.

CLOTHING

Sometimes children accidentally get paint, clay or mud on their clothes. Please send your children in comfortable play clothes that can be washed easily. Thongs and sandals with loose straps or shoes with slippery soles are unsafe on the equipment. Tennis shoes or rubber-soled shoes are best for running and playing and will help avoid injury during play. Please label jackets, sweaters, and extra clothes.

TRANSPORTATION

It is the responsibility of the parent/guardian to provide safe transportation to and from school to ensure the child attends on a regular basis. Absences due to lack of transportation are considered unexcused.

FIELD TRIPS

Parents will be notified of field trips in advance. Parents are required to sign a permission slip for field trips. The program also takes adult supervised walks in the immediate neighborhood of the classrooms.

VIDEO TAPING/PICTURES

EUSD Preschool Program takes pictures and videotapes special events as well as the child's developmental progress. If for any reason, you have a concern regarding your child's picture being taken, videotaped, etc., please advise the Director promptly.

TOYS AT THE CENTER

Since we have many interesting toys at the preschool for the children to play with, we would appreciate it if they do not bring any of their own toys from home unless special arrangements are made in advance with the teacher. Other children sometimes break them and this causes many unhappy situations. Also, it is difficult for the teachers to get the right toy with the right child at dismissal time.

We also ask that your child not bring money or food unless special arrangements are made in advance with the teacher.

DISCIPLINE POLICY

Positive Guidance Policy

Based on the philosophy of EUSD 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 teachers, parents and students 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.

Teacher/Parent/Student 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.
6. Help children understand behavioral choices and natural consequences.
7. When possible, ignore inappropriate behavior that can be tolerated.
8. Use humor to relieve the tension.

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 Teacher or Site Supervisor (Principal) 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 Exeter Unified School District employees from the use of corporal punishment.

Behavior Suspension

A student may be suspended or removed from ongoing instruction for adjustment purposes. Acts for which a student may be suspended or terminated from the preschool program include: caused or attempted to cause or threatened physical injury to another person, possess or furnish any firearm, knife, explosive or other dangerous object, caused or attempted to cause damage to school property, stole or

attempted to steal school or private property, possessed or used tobacco or products containing tobacco, committed an obscene act or engaged in habitual profanity, possessed an imitation firearm or engaged in an act of bullying. All situations of physical abuse (hitting, biting, spitting, pushing, kicking, scratching, etc.) will be handled on an individual basis and may result in suspension or termination.

Behavior Termination

- Step One** The teacher will notify the parent of child's behavior in a personal meeting where written documentation by the teacher on a daily basis will be discussed.
- Step Two** Before termination, parent and Preschool Program staff will work out a solution, setting a reasonable time goal for improvement of behavior.
- Step Three** If all fails, letter of termination will be given.

PARENT CONDUCT

It is important that the program provides an environment where children and families feel safe and secure. 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. Always close and secure the gates when you enter or leave. Positive parent and staff interaction is also essential to the success of the program.

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 in each classroom. 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:

- a) The parent/guardian is behaving in a way that poses a risk to children in the facility. OR:
- b) 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.

TERMINATION OF ENROLLMENT

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

- a. Not following policies or procedures outlined in the Preschool Program's guidelines/handbook;
- b. Concealed facts or fraudulent and/or misleading information supplied to the program;
- c. Failure to sign all required forms and documents;

- d. 5 Unexcused absences or failure to call and notify the program after 5 consecutive absences;
- e. Parent or guardian who physically, sexually, and/or verbally harasses staff, other parents, students, and/or children (unless parent authorizes another adult to drop off and pick up their child).
- f. Child behavior (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. The parent or guardian may follow the appeals process listed above under Enrollment Process.

If custody problems exist, please provide any legal documents, which outline custody relations.

COMPLETION OF FORMS

The following forms are required to be completed by the parent/guardian of each child.

1. Identification and Emergency Information
2. Consent for Emergency Medical Treatment
3. Child's Preadmission Health History

GRIEVANCE PROCEDURE

Parent Complaints

If you have a complaint, please follow the complaint procedure below:

- Concerns that are not resolved must be brought to the attention of the Director of Special Education by calling 559-592-9421, extension 0410.
- If a solution is not agreed upon, the next step is to speak with the Assistant Superintendent at 559-592-9421, extension 0417.

Uniform Complaint Procedures

The school district maintains a uniform complaint procedure for investigating complaints regarding: (1) discrimination on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, immigration status, religion, color, or mental or physical disability; (2) violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Migrant Education, Career/Technical Education, Regional Occupational Centers and Programs, Child Development, Special Education, Nutrition services, school safety planning, deficiencies related to preschool health and safety issues for California state preschool programs and Local Control Accountability Plans; (3) the imposition of pupil fees for participation in educational activities; (4) noncompliance with laws pertaining to homeless students and students in foster care; (5) failure to comply with graduation and coursework requirements for former juvenile court school students; (6) failure to comply with graduation and coursework requirements for students living in active duty military households; (7) the failure to accommodate lactating students; (8) failure to comply with physical education instructional minute requirements for elementary schools; and (9) educational content course requirements for grades 9-12. The school district has

designated Assistant Superintendent, Donya Wheeler, as the Compliance Officer to receive and investigate uniform complaints that fall within these categories and ensure compliance with the law. For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to these complaint procedures are available free of charge upon request at the school office.

**Exeter Unified School District
Board Policy 1312.3, 1312.4**

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board adopts the uniform system of complaint processes specified in 5 CCR [4600-4670](#) and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints: Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR [4610](#))

- Free and Reduced Price Meals
- Nutrition Program Compliance
- Child Abuse Prevention and Reporting
- Child Care and Development
- Individualized Education Program
- Title I Programs
- Education for English Language Learners
- Migrant Education Program
- Career Technical Education
- Work-Based Learning
- Regional Occupational Center/Program
- Adult Education

Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code [200](#) or [220](#), Government Code [11135](#), or Penal Code [422.55](#), or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR [4610](#)).

Complaints must be filed in writing with the following compliance officer:

Donya Wheeler, Assistant Superintendent

215 N. Crespi Ave.

Exeter, CA 93221

(559) 592-9421, extension 0417

dwheeler@exeter.k12.ca.us

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board. The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant.

Policy: EXETER UNIFIED SCHOOL DISTRICT

adopted: May 11, 2016 Exeter, California

Exeter Unified School District

Board Policy 4319.11

Sexual Harassment

Personnel

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR [4964](#))

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a

district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

Policy: EXETER UNIFIED SCHOOL DISTRICT

adopted: May 8, 2013 Exeter, California



"Learning, Leading, Innovating"

School Anaphylaxis Policy

Policy statement and purpose:

The Exeter School District believes that the safety and wellbeing of individual with undiagnosed anaphylaxis is a whole community responsibility. The school is committed to:

- Providing as far as practical, a safe and healthy environment.
- Raising awareness about allergies and anaphylaxis among the school community and children in attendance.
- Ensuring each staff member and other relevant adults has adequate knowledge of allergies, anaphylaxis and emergency procedures.
- Facilitating communication between all staff, students and families to ensure the wellbeing of children at risk for anaphylaxis.

Scope:

This policy applies when an individual, with undiagnosed anaphylaxis, encounters a reaction to a substance. It applies to the whole school community, students, parents/guardians and school volunteers.

Background:

Anaphylaxis is a severe, life-threatening allergic reaction. Up to two percent of the general population and up to five percent of children are at risk. The most common causes in young children are eggs, peanuts, tree nuts, cow milk, bee or other insect stings, and some medications. Young children may not be able to express the symptoms of anaphylaxis. A reaction can develop within minutes of exposure to the allergen, but with planning and training, a reaction can be treated effectively by using an adrenaline auto-injector. The District recognizes the importance of staff responsible for the individuals at risk of anaphylaxis undertaking training that includes preventative measure to minimize the risk of an anaphylactic reaction, recognition of the signs and symptoms of anaphylaxis and emergency treatment, including administration of an Epinephrine Auto Injector. Staff and parents/guardians need to be made aware that it is not possible to achieve a completely allergen-free environment in any school that is open to the general community. Staff should not have a false sense of security that an allergen has been eliminated from the environment. Instead the school recognizes the need to adopt a range of procedures and risk minimization strategies to reduce the risk of a child having an anaphylactic reaction, including strategies to minimize the presence of the allergen in the school.

Definitions:

Allergen: A substance that can cause an allergic reaction.

Allergy: an immune system response to something that the body has identified as an allergen. People genetically programmed to make an allergic response will make antibodies to particular allergens.

Allergic reaction: A reaction to an allergen. Common signs and symptoms include one or more of the following: hives, tingling feeling around the mouth, abdominal pain, vomiting and/or diarrhea, facial swelling, cough or wheeze, difficulty swallowing or breathing, loss of consciousness or collapse (child pale or floppy), or cessation of breathing.

Anaphylaxis: A severe, rapid and potentially fatal allergic reaction that involves the major body systems, particularly breathing or circulation systems.

Anaphylaxis management training: Training provided at the School District yearly by the school nurse or other designated individuals authorized by the physician or surgeon.

Training includes but is not limited to return demonstration, power point presentation sent to each staff member for review.

Individuals at risk of anaphylaxis: Those individuals whose allergies are undiagnosed and encounter an unknown allergic reaction.

Epinephrine Auto Injector: A device containing a single or multiple dose of adrenaline, delivered via a spring-activated needle, which is concealed until administered.

Intolerance: Often confused with allergy, intolerance is a reproducible reaction to a substance that is not due to the immune system. (i.e. lactose intolerance)

No food sharing: The practice where the child at risk of anaphylaxis eats only that food that is supplied or permitted by the parents/guardians, and does not share food with, or accept other food from any other person.

Volunteer, trained staff member: A person on a school campus who volunteers and has been trained to administer epinephrine and in the event an individual encounters an allergic reaction.

Pathophysiology and Treatment:

Signs and Symptoms of Anaphylaxis Include: Anaphylaxis can affect any part of the body and cause various symptoms. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal. Other signs and symptoms are hives, itching, red water eyes, runny nose, vomiting, diarrhea, stomach cramps, change of voice, coughing, wheezing, throat tightness or closing, difficulty swallowing, difficulty breathing, sense of doom, dizziness, fainting or loss of conscience, change of skin color.

Medications:

Epinephrine

Treatment is centered on treating the rapidly progressing effects of histamine release in the body with epinephrine.

The allergen should also be removed immediately. The health offices will have standing orders written by an MD to administer Epi-pens in the event of unsuspected anaphylaxis.