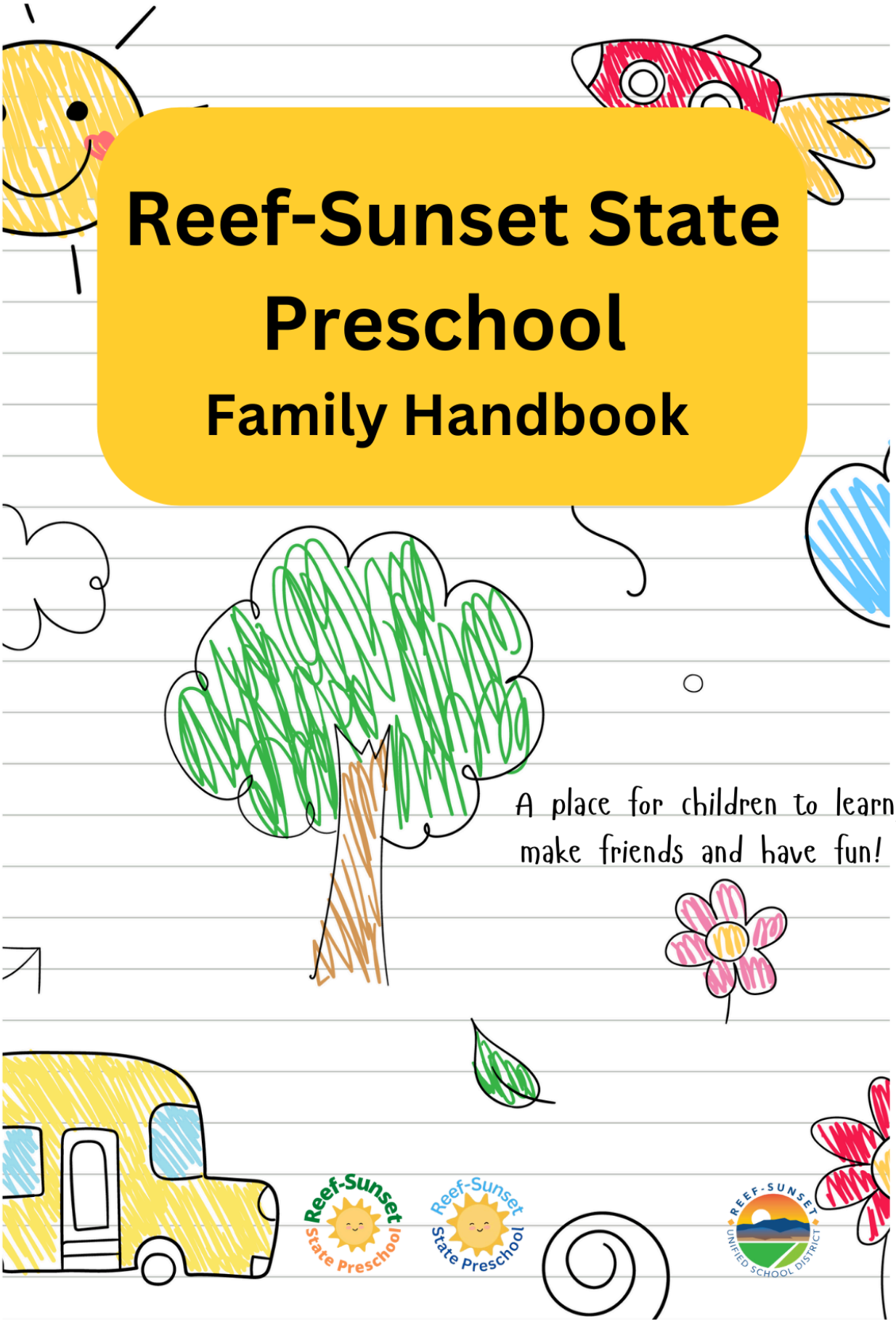
Reef-Sunset State Preschool

Family Handbook



A place for children to learn, make friends and have fun!

California State Preschool Program (CSPP) Licensed Locations

Reef-Sunset State Preschool

License #163810162 RSSP AES: 500 S. First Avenue
License # 165601041 RSSP TES: 1000 S. Union Ave
License # Pending RSSP KCES: 701 General Petroleum (Opening soon)
Avenal, California CA 93204
Office Phone: 559-717-0050
Office Hours: 8:00 a.m. - 4:00 p.m.

STAFF

Patricia Gonzalez, Preschool Program Director
Linda Alcantar, Preschool Program Site Supervisor

Preschool Program Teacher Maria Gonzalez
Preschool Program Teacher Alicia Ramirez
Preschool Program Teacher Kiana Pruneda

Preschool Program Assistant Gracie Miranda
Preschool Program Assistant Norma Lopez
Preschool Program Assistant Neredia Orozco
Preschool Program Assistant Luz Vega

Dear Parents/Guardians:

Welcome to Reef-Sunset State Preschool. We are excited to have you as part of our team during these precious preschool years. It is our pleasure to serve the community with the provision of high-quality early childhood education in a safe, warm, nurturing environment.

Parents are always welcomed as we are partners in caring for your children. We invite you to share ideas, give feedback, and get involved through volunteerism and participation in school events such as attending Parent Advisory Committee meetings, reading the monthly school letter, or simply having a daily conversation with the teaching staff.

Our goal is to provide an exemplary education for all learners recognizing that children are unique individuals who have various levels of development as well as a wide spectrum of potential and needs. To ensure and assist this is occurring we follow the guidelines of our funder California Department of Education, as well as the Preschool Framework standards.

I look forward to meeting everyone and getting to know our families. Please take the time to look through and familiarize yourself with our program's principles and philosophies. This handbook is presented to you as part of your orientation to the program. We look forward to working together to provide the best start possible for your child.

Patricia Gonzalez

Reef-Sunset State Preschool

Preschool Director

HOLIDAYS

Reef-Sunset State Preschool will follow the same holiday schedule as Reef-Sunset Unified School District.

2026-2027 School District Calendar

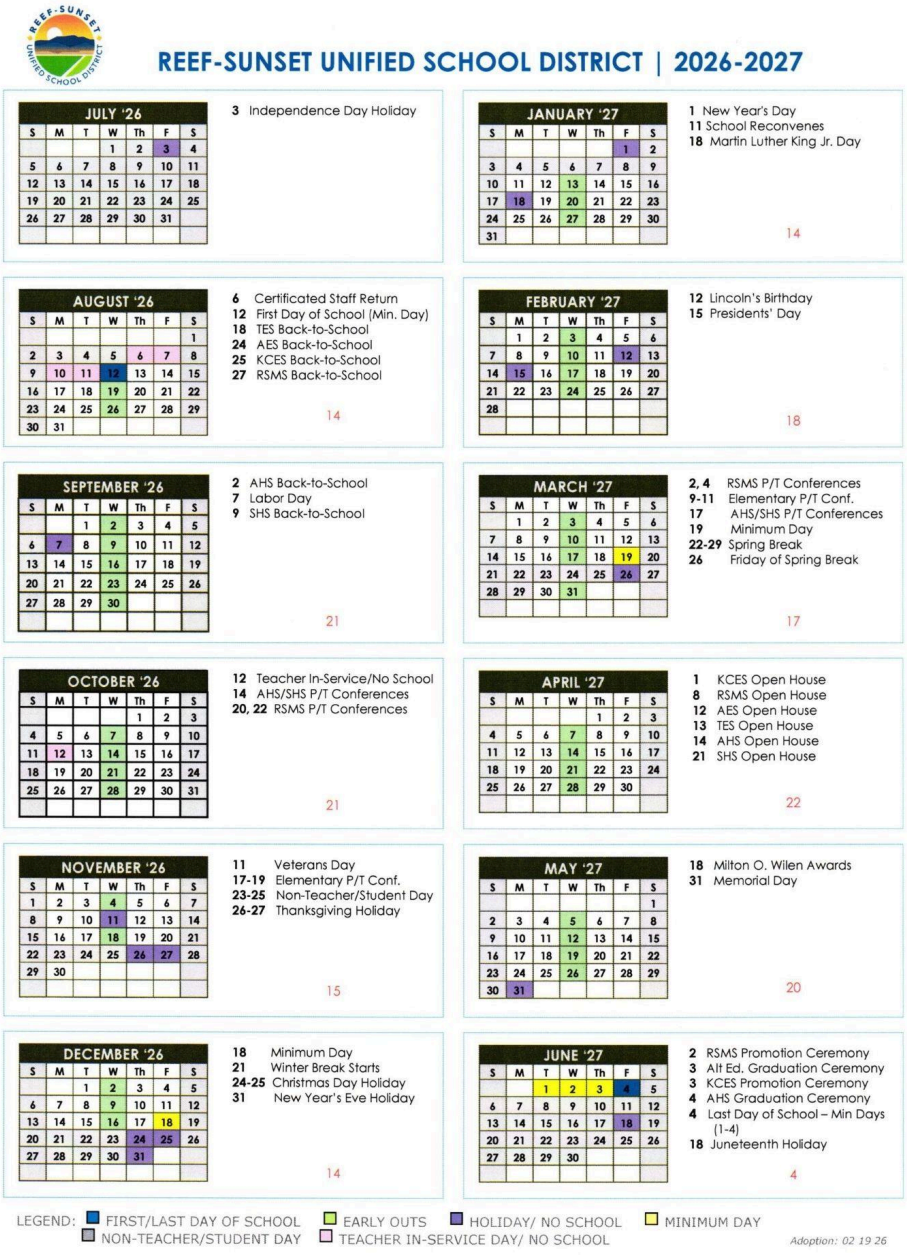


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REEF-SUNSET UNIFIED SCHOOL DISTRICT - PRESCHOOL PROGRAM

The preschool program is a part-day program composed of two half-day sessions (AM and PM) of three hours each at our RSSP AES campus and an All Day program at our RSSP TES & RSSP KCES campuses. The program prepares children for their transition to TK/Kindergarten. The program serves three- and four-year-old children. Children who will turn three prior to September 1 of the current school year are considered three-year-olds for this program. The Reef-Sunset State Preschool is part of the Reef-Sunset Unified School District and operates 180 days beginning mid-August, and follows the Reef-Sunset Unified School District's calendar.

Office Hours: Monday through Friday 8:00 a.m. - 3:30 p.m. **AM Session:** Monday through Friday 8:15 a.m. - 11:15 a.m **All Day Pre-K:** Monday through Friday 7:15am- 3:30pm **All Day Pre-K KCES:** 6:00 a.m.- 4:00p.m.

DISTRICT MISSION AND VISION

The mission of Reef-Sunset Unified School District is to empower and inspire students for life-long learning and relational success in order to be productive members of society.

The vision of Reef-Sunset Unified School District is to provide rigorous instruction and differentiated learning that focuses on collaboration, communication, creativity, and critical thinking with the effective use of evolving technology.

PROGRAM PHILOSOPHY, GOALS, AND OBJECTIVES

PHILOSOPHY

It is the philosophy of Reef-Sunset State Preschool to encourage children to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment.

GOALS

Our goals for students are to grow a sense of self and responsibility to others, develop fine and gross motor skills, build classroom skills, and provide time for social activities that help students discover and develop their own interests.

OBJECTIVES

Our objectives are contained in each domain of the Desired Results Developmental Profile (DRDP 2025). The DRDP 2025 assessment was developed with child development experts to align to current early childhood research and be more inclusive

of all learners, including dual language learners, and children with disabilities.

STAFF DEVELOPMENT

Reef-Sunset Unified School District is committed to improving the quality of early childhood education. We hire qualified staff, each holding the appropriate teaching permit required by the State of California.

- All employees go through yearly mandated training: Mandated Reporting, Bloodborne Pathogens, Sexual Harassment, Bullying Prevention, Covid-19, Fall Protection, Heat Illness Prevention, Suicide Prevention, and Pesticides.
- Preschool program aides go through yearly mandated training: Playground Safety and Supervision, Supervising for Safety.
- Food Service: USDA Civil Rights Training for School Nutrition Programs
- New employees are provided an orientation to educate them of CDC policies and how these policies relate to their job description.
- We support continuous staff growth by assessing the needs of staff and providing professional development activities to enhance their growth.
- Preschool staff development is linked to the Desired Results Developmental Profile student outcomes, with staff development activities identified or created to improve student outcomes.
- Each employee receives an annual evaluation with their supervisor to discuss their strengths and additional areas of need for staff development.
- We have sound internal communication mechanisms which include email, phone, and newsletters to provide staff with information to carry out their respective duties,
- A component of the staff development includes providing bi-annual CPR and First Aid classes for all teaching staff.
- Preschool teaching staff will be included in the ***RSUSD Standards-based Instructional Model*** the purpose of the instructional model is to support educators through district initiatives and professional development activities to increase the academic achievement of all students, provide curriculum aligned to the content standards, select high-quality instructional resources to meet students' needs and use assessments/data sources to monitor student learning.

OPEN DOOR POLICY

We believe that a high-quality early childhood program provides a safe and nurturing environment that promotes the physical, social, emotional, cognitive, and creative development of young children while responding to the needs of families and our community. We maintain an open-door policy where parents have the right to enter the preschool classroom at any time during operating hours. Please check with the office to obtain a visitor's pass.

ORIENTATION

A required orientation meeting is scheduled prior to enrollment or the start of the school year to assist parents and children in feeling comfortable at Reef-Sunset State Preschool and in understanding our program and policies. We encourage you to bring your child in to visit their classroom and meet the teachers prior to the first day of school. The classroom curriculum will be discussed with you in-depth during your classroom orientation, as the curriculum varies from classroom to classroom. The curriculum is developed mainly from the children's interests, developmental needs, and abilities

(determined from the children's outcomes on the Desired Results Developmental Profile). The Desired Results Developmental Profile is an assessment tool developed by the California Department of Education, Early Learning and Care Division, and WestEd. *A*ssessments are completed each fall and spring.

NON-DISCRIMINATION-POLICY

The program operates on a non-discriminatory and non-religious instruction basis, provides equal treatment, and serves children regardless of their race, gender, religion, disability, ethnicity, or immigration status.

POLICIES AND PROCEDURES

ABSENCE & ATTENDANCE POLICY

Sign-in/out: As required by law and for the safety and supervision of the children and for program fiscal accountability. The parent or other authorized adult must enter the time of arrival and departure on the sign-in/out sheet using full signature. **It is a licensing requirement that you sign your child in, using your full legal signature**, **no initials.** Each child must be signed in and out daily. Please call your child's teacher if your child will not be attending school for that day. Please make sure your child attends the program every day unless they are ill or there is an emergency, in order for your child to fully benefit from the program.

Excused absences are: (CSPP, Section VI,D,p.33)(Education Code 8208)

- The enrolled child or parent illness or quarantine (child illness or 3 consecutive days requires a doctor's note).
- Family Emergency:
  - Death in the immediate family; parents, siblings, grandparents (connected by birth, adoption, marriage, civil partnership)
  - Hospitalization (requires a doctor note listing duration of the absence and a note stating the child is released to return to the program).
  - Court-ordered visitation with a parent or other relative as required by a court of law (a copy of the Court Order must be on file).
- A reason that is clearly "in the best interest of the child" (limited to 10 days). This includes such things as:
  - Family trips or vacations
  - Illness of another family member or caregiver necessitating that the child misses school
  - Visits with mother, father, or relatives
  - Stay home with parents/relatives
  - Field trip
  - Camping
  - Child or family birthday
  - Sibling school program or field trip
  - The family attended a family function and the child needed a day of rest

- Other activities that are in the best interest of the child as approved by the Preschool Director

Unexcused absences (All other absences not listed above) 10 "unexcused absences" in a program year will be cause for termination. Unexcused absences can be:

- The child didn't feel like coming to school
- Parent/child overslept
- Any absences not falling in the "best interest" or excused absence category
- Any absence that has not been cleared by the parent
- Once the 10 "best interest" days are used, any absence will be counted as unexcused

ASSESSMENT

At the preschool, your child will be participating in the mandated state-wide assessment program. Within the first 60 days of enrollment, in the winter and again in the spring, your child will be given the Desired Results Developmental Profile (DRDP). This profile measures your child's progress in 8 areas called Domains: learning self-regulation, social and emotional development, language and literacy development, English language development, math and science, physical development and health, history/social science, and visual and performing arts. If you have any questions concerning the Desired Results assessment, please contact your child's teacher.

BEHAVIOR SUPPORT

Our behavior philosophy is that all children have the right to share in the learning process in a positive manner. It is essential for each child to take responsibility for his/her own behavior. The preschool staff feels that high expectations, consistent procedures, self-discipline, self-concept, and learning to respect others all play a part in helping to maintain a positive school climate. Please let the teacher know of special or changing circumstances which may contribute to a child's behavior. Examples would include things like a parent traveling, an upcoming vacation or move, or a new sibling.

Student behavior expectations:

1) Follow all directions from teachers and staff.

2) Keep hands, feet, and objects to themselves.

3) Use only kind words towards others, respect the feelings of classmates and all staff members, and treat others as they would like to be treated.

4) Respect classmates and school property.

The staff will encourage behaviors such as cooperating, helping, negotiating, and problem-solving. When interventions are necessary, they will be clearly defined and consistently maintained. The teacher will keep parents informed of their child's progress and behavior.

PHYSICALLY AGGRESSIVE BEHAVIOR POLICY

Children act out for many reasons and careful observation is necessary to guide our

effective and appropriate intervention. We will take the time necessary and observe all that is happening prior to the occurrence of the incident. We will reinforce all positive behavior from the child, and provide positive guidance. However, if the physically aggressive behavior (biting, hitting, kicking, throwing toys, etc.) continues, the following steps will be taken:

Step 1: Teacher and parent will meet regarding the incident

Step 2: Conference will be held with the parent, teacher and site supervisor and an action plan will be developed.

Step 3: Child will be referred to outside agencies for support. (Assistance with referrals to Kings County Behavioral Health)

Termination could result if behavior continues, depending on the severity of the situation.

There will be no spanking of children at the CDC by staff members, parents, or parent representatives. Verbal threats and use of sarcasm are also prohibited.

NO CORPORAL PUNISHMENT/VIOLATION OF PERSONAL RIGHTS shall be permitted- CCC 101223.2

COMMUNITY INVOLVEMENT

RSUSD has strong ties with the community, participating in many community events throughout the year and inviting the community to RSUSD sponsored events. Community involvement includes soliciting community support and providing information to the community regarding available services.

Daily Schedule (subject to change based on weather conditions)

AM Session

8:00 - 8:30	Greeting, Health check, Handwashing, Breakfast
8:45 – 9:05	Large Group (carpet time)
9:05 – 9:15	Transition
9:15 – 9:45	Outdoor Discovery (permissible upon weather & air quality)
9:45 - 10:05	Handwashing, Large Group, Transition
10:05 – 10:35	Small Group Intentional Teaching / Free Flow
10:35 – 10:45	Handwashing, Transition
10:45 – 11:15	Lunch, Music, Goodbyes

PM Session

12:30 – 1:00	Greeting, Health check, Handwashing, Lunch
1:00 – 1:20	Large Group (carpet time)

1:20 – 1:30 Transition

1:30 – 2:00 Outdoor Discovery (permissible upon weather & air quality)

2:00 – 2:20 Handwashing, Large Group, Transition

2:20 – 3:00 Small Group Intentional Teaching / Discovery Time

3:00 – 3:10 Handwashing, Transition

3:10 – 3:30 Snack Time, Music, Goodbyes

All Day
7:15am-7:30am Welcome Discovery Time
7:30am-8:00am Breakfast
8:00am-8:40am Morning Circle Time
8:40am-9:15am Outside Discovery Time
9:15am-9:25am Transition to Small Group
9:25am-9:45am Small Group
9:45am-10:30am Discovery Time
10:30am-10:40am Clean-up & Transition
10:40am-11:10am Outside Discovery Time
11:10am-11:20am Transition to Lunch
11:20am-12:00pm Lunch & Transition to NapTime
12:00pm-2:30 Nap Time/Quiet Time
2:30pm-3:00pm Snack
3:00pm-3:20pm Afternoon Circle Time
3:20pm-3:45pm Inside/Outside Discovery Time & Departure

DISMISSAL FROM PROGRAM

We may drop the child from the program for the following reasons:

- Child immunizations are not kept up-to-date.
- The current physical is not on file.
- For not meeting the District's attendance requirement or 3 late drop-offs or 3 late pick-ups. A 14-day notice will be given when services are changed.
- Rude, malicious or disruptive actions toward staff, parents, or children by the parent or designated representative (profane language, unwarranted use of social media, threats, destroying property, etc).
- Unreasonable demands made of staff regarding the care of an individual, which is inconsistent with the school's policies, philosophy, or current child development practices, and is not in the best interest of the child.
- The child is in danger of harming himself/herself or other adults and children in the school (aggressive behavior, hitting, biting, or any other behavior that injures other children, adults and materials in the environment.
- Failure to meet subsidy requirements.
- Failure to pay parent fees.
- Knowingly using incorrect or inaccurate information to obtain a benefit that they would otherwise not be entitled to receive.
- Children are not picked up on time according to their contracted hours.

DRESS CODE

Your student needs to wear comfortable clothes to enjoy the preschool activities. Appropriate dress includes:

- T-shirt, shirt, shorts, slacks, jeans, skirts, dresses, pants, and blouses.

Please no tank tops or spaghetti straps. Shorts or leggings must be worn under dresses and skirts. Please dress your student in closed-toe shoes. **For safety purposes, children are not permitted to wear flip flops, sandals without back straps, or open-toed shoes.** If your child comes dressed inappropriately, you may be stopped at drop off, you will be called to bring a change of clothes or to pick up your child and take them home.

DROP OFF/PICK-UP POLICY

Only persons authorized by parent(s), in writing, may pick up the child. Parents need to advise the school in advance, if a person not listed on the enrollment form is to pick up a child. The parent is the only person who can add or delete persons from the emergency contact list and emergency card. If a parent does phone the school to inform us of a change in pick-up, the calling parent's driver's license number may be required to verify it is the parent calling. Parents should advise other authorized persons to bring their driver's license with them to pick up a child. The child will not be released to a person who is not on the authorization form, the Preschool Director and parent will be contacted immediately. A child may not be released to a sibling or anyone else under the age of 18 years unless he or she is the parent of the child. Teachers have the right to refuse to allow the child to leave with the designated representative if they feel the child would be endangered.

Upon arrival, you are to escort your child into the building and ensure that the teacher knows your child is there. **Children are not allowed to be outside or in the lobby by themselves, at any time. During operational hours the playground is not accessible to siblings and/or other children in your care. Children are never to be left unattended in a vehicle.** It is illegal to leave a child under 6 years of age in a vehicle without a person at least 12 years of age if there are conditions that pose a threat to the health or safety of the child; or if the vehicle is running and/or the keys in the ignition. As mandated reporters, we are required to report violations of these vehicle codes (Kaitlyn's Law - vehicle code #15620). It is very important for children to develop habits of arriving on time at an early age, beginning from the time they start school.

When arriving or at pick up please remember to park in a designated parking spot for the safety of other children and according to AES & TES safety regulations. (No pulling up and parking alongside entrance gate or using designated handicap stalls if you do not have the placard)

LATE PICK-UP

All children must be picked up by the required time, as our ratios are based on the hourly schedule of children in each classroom. Picking up your child on time is even more critical if your child is in a half-day program or scheduled until closing, as our teachers are only scheduled during actual class times. We will attempt to call the numbers on your child's emergency card and emergency information form. **Please keep these numbers up to date.** If you will be late contact the Preschool and let us know.

If you will be more than 5 minutes late please call the office or message your child's teacher on Brightwheel.

ENROLLMENT

Reef-Sunset State Preschool is a California State Part-time Preschool (CSPP) that must meet the policies of four distinct entities: the California Department of Education (CDE), the USDA Food Program, the Department of Social Services, and the Reef-Sunset Unified School District. Each one of these groups has directives for student enrollment (including priority for services) which include requirements pertaining to age, family income, and students in an at-risk category. These factors are legally binding and must be used as determining factors for student enrollment.

Families who meet those requirements, and reside in the Reef-Sunset Unified School District educational boundaries, have priority enrollment. Families will complete a family enrollment folder (State mandated, community care licensing, and school district forms) upon enrollment to confirm a space in either the AM or PM class.

Licensing forms to be completed and submitted:

> Copy of Admission Agreement

> Notification of Parents' Rights form LIC 995 CCC 101218.1(b) and (b)(1)

> Personal Rights form LIC 613A CCC 101223(a) and (b)

> Identification and Emergency Information LIC 700 CCC 101221(b)(7)

> Consent for Emergency Medical Treatment form LIC 627 CCC 101221(b)(8)(C)

> Child's Preadmission Health History - Parents' Report LIC 702 CCC 101218.1(a)(3)

>Physician's Report- Child Care Centers LIC 701 (Medical-assessment requirement, including TB skin testing if indicated by the child's physician)

>Immunization Requirements- CCC 1012210.1

ELIGIBILITY CRITERIA

(a) The first priority for services shall be given to California State Preschool Program (CSPP) three-year-old or CSPP four-year-old children who are recipients of child protective services or who are at risk of being neglected, abused or exploited and for whom there is a written referral from a legal, medical or social service agency.

(b) The second priority shall be given to eligible CSPP four-year-old children, not enrolled in transitional kindergarten (TK), in the following order:

(1) Eligible children who were enrolled in CSPP as a three-year-old.

(2) Children whose families have the lowest income ranking based on the most recent Schedule of Income Ceiling eligibility table as published by the State Superintendent of Public Instruction (SSPI) at the time of enrollment.

(A) When two or more families have the same income ranking, according to the most recent Schedule of Income Ceiling eligibility table, a child with exceptional needs, as defined in section 17700, shall be admitted first.

(B) If there are no families with children with exceptional needs, the family that has been on the waiting list for the longest time shall be admitted first.

(c) The third priority shall be given to eligible CSPP three-year-old children and shall be enrolled based on the priorities described in subsection (b)(2).

(d) After all otherwise eligible children have been enrolled, the contractor may enroll the following children in the order listed:

(1) Children from families whose income is no more than 15 percent above the eligibility income threshold. Children from families enrolled under this exception may not exceed 10 percent of the participating CSPP's total contract enrollment. Priority shall be given to four-year-old children before three-year-old children.

(2) A child with exceptional needs, whose family's income is above the income eligibility threshold. Children enrolled pursuant to this subsection, shall not count towards the 10 percent limitation. Priority shall be given to four-year-old children before three-year-old children.

(3) For CSPP sites operating within the attendance boundaries of a qualified free and reduced priced meals (FRPM) school, in accordance with section 17729, the contractor may enroll CSPP four-year-old children whose families reside within the attendance boundary of the same qualified FRPM elementary school without establishing eligibility pursuant to Education Code section 8208(a)(1). These families shall, to the extent possible, be enrolled in income ranking order, lowest to highest.

(e) When not all of the children in a family are certified based on the child receiving child protective services, or because of the child's exceptional needs, the parents in the family must meet eligibility criteria as specified in section 17750 prior to enrollment of additional children and those children shall be admitted in accordance with priorities specified in this section.

(f) Contractors shall not deny service to nor assign a lower priority to a family that needs less than full-time services.

Cal. Code Regs. Tit. 5, § 17746

Initial Certification, Continuing Certification and Phase-Out Certification For purposes of establishing initial income eligibility for services under this chapter, "income eligible" means that a family's adjusted monthly income is at or below 70 percent of the state median income, adjusted for family size. For purposes of establishing ongoing income eligibility, "ongoing income eligible" means that a family's adjusted monthly income is at or below 85 percent of the state median income, adjusted for family size. (Education Code (EC) Section 8263.1(a)(b)

At initial certification, a family will be considered income eligible if that family's adjusted monthly income is at or below 70 percent of the SMI, adjusted for family size (Management Bulletin (MB 17-08). Twenty-four month Eligibility, a family that meets eligibility requirements at initial certification or recertification is considered eligible until the next recertification in 2 years.

Once determined and certified as income eligible for services, families remain income

eligible until their adjusted monthly income exceeds 85 percent of the most recent SMI, adjusted for family size. The schedule of income ceilings to establish ongoing income eligibility are included in MB 17-09 Recertification. 2019 Revision (6/19) Early Care and Education Handbook 12

Contractors must notify parents, at the time of initial certification, and at recertification, the dollar amount that equals 85 percent of the SMI, based on their family size. **Parents are required to report when their family income exceeds the 85% dollar amount for their family size.**

When family income exceeds the identified 85% of SMI for the family size, the contractor must dis-enroll the family and issue a Notice of Action (NOA) citing the family has exceeded the 85 percent of the SMI adjusted for family size Specifically, contractors must inform the parent in writing of the maximum adjusted monthly income the family could earn, based on the family size most recently certified, before the family is no longer income eligible for services. To do this, the contractor must provide the family with a copy of the most recent Schedule Of Income Ceilings (85 percent SMI) for Recertification.

State Fiscal Year 2025–26 Schedule of Income Ceilings

Family Size	Family Yearly Income Ceiling (100 percent of State Median Income [SMI])	Family Monthly Income Ceiling (100 percent of SMI)	Maximum Monthly Income for 15 percent above Income Eligibility Threshold
1-2	$96,854	$8,071	$9,282
3	$109,904	$9,159	$10,532
4	$127,338	$10,612	$12,203
5	$147,712	$12,309	$14,156

6	$168,086	$14,007	$16,108
7	$171,906	$14,326	$16,474
8	$175,726	$14,644	$16,840
9	$179,547	$14,962	$17,207
10	$183,367	$15,281	$17,573
11	$187,187	$15,599	$17,939
12+	$191,007	$15,917	$18,305

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 is the total countable income of all individuals counted in the family size, for example: gross wages or salaries; overtime, tips, cash aid, child support payments received, portion of student grants or scholarships not identified for educational purpose as tuition, books, or supplies. Income documentation must be no older than 30 days. *Reef-Sunset State Preschool reserves the right to ask for additional documentation to verify income.*

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

- Employed
    - o Release authorization and payroll check stub
    - o Release authorization and letter from employer; or
    - o Other record of wages issued by the employer
- Other record of total countable income – i.e. Current aid recipient
    - o Provide copies of the documentation of all non-wage income
    - o 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

(a) When a family is initially certified or recertified on the basis of income eligibility, the contractor shall:(1) Provide the parent a copy of the income calculation worksheet that verifies the family is income eligible;(2) Provide the parent with a copy of the most recent Schedule of Income Ceiling eligibility table, as published by the State Superintendent of Public Instruction; and(3) Notify the parent in writing of the following:(A) The maximum adjusted monthly income, adjusted for family size, taking into account income fluctuations pursuant to section 17759, that the family could earn before the family would be disqualified for services, based on on-going eligibility requirements; and(B) The requirement to notify the contractor, within 30 calendar days, of any current and on-going income change that causes the family's adjusted monthly income, adjusted for family size, to exceed this maximum amount.(b) Upon notification by the parent that they may have exceeded the maximum income threshold, the contractor shall utilize the process set forth in sections 17759 and 17762 to recalculate the family's adjusted monthly income, adjusted for family size, to determine if the family remains income eligible for continued services.(1) If the contractor determines, based on the provided documentation, that the family is still income eligible for services, the contractor shall inform the family in writing.(2) If the contractor concludes the family is no longer income eligible based upon the documentation provided by the parent or the parent fails to provide the documentation as requested by the contractor within 15 calendar days from the day of the parent's notification and the family does not establish another basis for eligibility based on documentation, the contractor shall issue a Notice of Action to disenroll the family pursuant to section 17783.(3) If the contractor concludes the family remains eligible for services based on documentation supporting another basis of eligibility, the contractor shall issue a Notice of Action approving services on the new basis for eligibility pursuant to section 17783.
Cal. Code Regs. Tit. 5, § 17755

Family Size documentation is the supporting documentation provided by the parent regarding the number of children and parents in the family and include at least **one** of the following:

- Birth certificate
- 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

Self-Certification, Absent Parent and Single Parent Status If only one parent has signed an application for enrollment in child care services, and the birth record information for the children counted in the family size indicates that there is a second parent who has not signed the application, the parent who has signed the application shall self-certify single parent status under penalty of perjury (Sections I and V, Confidential Application for Child Development Services and Certification of Eligibility) The parent who has signed the application shall not be required to submit additional information documenting the presence or absence of the second parent.

Homelessness documentation includes written referral from an emergency shelter or other legal, medical or social service agency or a written parental declaration that the family is homeless and a statement describing the families living situation.

Child Protective Services (CPS) documentation includes a 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 (CPS) 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 includes 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 is at risk of abuse and neglect and that child care and development services are needed to reduce or eliminate that risk.
- Probable duration of the risk situation.
- Name, address, phone number and signature of the legally qualified professional.

FAMILY SELECTION PROCESS

Enrollment begins with a search on the program waiting list. The waiting list ranks families eligible for subsidized care for placement. The term “eligibility” is used because families are ranked by eligibility factors for subsidized care. Families are drawn from the waiting list and enrollment is based on the lowest rank first. Enrollment Priorities for Kindergarten Readiness Programs (i.e. preschool) The first priority for services shall be given to four-year-old or three-year-old neglected or abused children who are recipients of child protective services or recipients who are at risk of being neglected or abused, upon written referral from a legal, medical, or social service agency, without regard to income.

The second priority shall be given to eligible four-year-old children in the following order:

1. Children who were enrolled in the Kindergarten Readiness Program as a three-year-old, without regard to income ranking (families must still meet income

guidelines).

2. Children whose families have the lowest income ranking based on the most recent income ranking schedule adopted by the State Superintendent of Public Instruction (SSPI) at the time of enrollment. The Child Care and Development Income Rankings (revised 4/2011) is hereby incorporated by reference.

3. When two or more families have the same income ranking, according to the most recent income ranking schedule, the child with exceptional needs as defined in Education Code section 8208(l) shall be admitted first.

4. If there are no families with children with exceptional needs, the following priority are used:

a. Children who are identified as limited English or non-English proficient. b. Children from families whose special circumstances may diminish the children's opportunities for normal development. After all eligible four-year-old children are enrolled, three-year-old children may be enrolled based on the priorities described for the priorities of four-year olds 2 through 4 above.

RIGHT TO APPEAL If you do not agree with the agency's actions as stated in the Notice of Action, you may appeal the intended action. To protect your appeal rights, you must follow the instructions described in each step as listed on page two of the Notice of Action. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned. Also, see the parent appeal information at:
https://www.cde.ca.gov/sp/cd/ci/parentappealinformation.asp

ENROLLMENT PROCESS When the family is the next on the waiting list, the center will notify the family by phone. If the family cannot be reached by phone, then a letter will be sent to the address listed on the application. The family must respond within 5 days of the postmarked date. If no response is made, the family is returned to the waiting list with the comment stating that contact was attempted by phone and mail and no response was received.

- The documents required for enrollment include:
    - Income documentation (see definition above for income eligibility criteria)
    - Child's shot record with a current TB Documentation of family size (see definition above for family size documentation)
    - Child's current physical (must be within one year)

(a) In addition to other applicable eligibility requirements as specified elsewhere in this Division. to be eligible for child care and development services the child must live in the State of California while services are being received

(b) Any evidence of a street address or post office address in California will be sufficient to establish residency. A person identified as homeless pursuant to section 18078(h)(2) is exempted from this requirement and shall submit a declaration of intent to reside California.

(c) The governing board of any school district, community college or county superintendent of schools may accommodate children residing outside its district boundaries in accordance with Education Code section 8322(a).

(d) The determination of eligibility for childcare and development services shall be without regard to the immigration status of the child or the child's parent(s), unless the child or the child's parent(s) are under a final order of deportation from the United States Department of Justice.

NOTE: Authority cited: Section 8263, Education Code. Reference: Section 8263, Education Code During the enrollment meeting, the family is certified. An admissions agreement for services is completed by CDC staff, signed and dated by parent and staff. A Notice of Action (NOA) is issued after certification. A NOA is issued when: Certification is completed Recertification is completed Changes are made that affect need, fees and eligibility occur The family is to be terminated from the program The NOA gives parents the right of appeal Family fee is delinquent RIGHT TO APPEAL If you do not agree with the agency's actions as stated in the Notice of Action, you may appeal the intended action. To protect your appeal rights, you must follow the instructions described in each step as listed on page two of the Notice of Action. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned. Also, see the parent appeal information at: https://www.cde.ca.gov/sp/cd/ci/parentappealinformation.asp

CONTINUATION IN THE PROGRAM Payment of Parent Fees – Parent fees are due by the 1st of each month. Abide by Agency Policies, Procedures and Program Requirements

IMMUNIZATIONS

For the health and safety of all children in the program, it is important that children are kept current on their immunizations. As of January 1, 2016 a child will not be exempt from immunization for medical, religious, and philosophical reasons; however, an unimmunized child will be excluded from the program if there is an outbreak of a disease until the risk of contracting the disease is over. A physical will be required yearly for each child.

HEALTH & SAFETY POLICIES NUTRITION

Mealtimes/Nutrition: Traditional Meals (pre-plated)

Avenal Elementary School Cafeteria will be providing breakfast, lunch for AM session and lunch and afternoon snack for PM session.

Tamarack Elementary School Cafeteria will be providing breakfast, lunch and snack for our ALL Day sessions.

Food will be dispersed to children by Preschool Staff in the classroom.

When serving pre-plated meals, the center staff and the Food Service Department for the school district must ensure that all meal components, including milk, are served to each participant at the same time.

During the course of the meal, it is the responsibility of the supervising adult to actively encourage each participant to accept the required portion of each food component of the meal pattern. We view our mealtime as a learning experience for the children. Our staff models appropriate table manners.

Meal Times are as followed:

(excerpt from Daily Schedule pg10)

AM Session

8:15 - 8:45 Greeting, Health check, Handwashing, Breakfast

10:45 – 11:15 Lunch, Music, Goodbyes

PM Session

12:30 – 1:00 Greeting, Health check, Handwashing, Lunch

3:10 – 3:30 Snack Time, Music, Goodbyes

All Day Pre-K

8:00am-8:30am Breakfast

11:20am-12:00pm Lunch & Transition to NapTime

2:30pm-3:00pm Snack
(Meals served to the supervising adults are not reimbursable.)

- **Meals and Snacks**

  To ensure compliance with program nutrition requirements and food safety guidelines, meals and snacks provided by the Preschool must be consumed on-site and may not be taken off the premises.

  If a child is picked up during a scheduled meal or snack time, families are welcome to wait while their child finishes eating. If the family chooses to leave before the meal is completed, any remaining food must be discarded and cannot be taken from the center.

  Thank you for your understanding and cooperation in supporting our nutrition program and maintaining a safe and healthy environment for all children.

- Children and staff practice good manners in a pleasant mealtime setting.
- Children learn and practice social skills, like taking turns, passing food to others, saying please and thank you, and helping to set the table.
- Children often want to try new foods when they see other children and adults eating them.
- Children and staff can enjoy quiet conversations and a relaxed meal together.
- Talk about the types of foods they are eating (don’t forget about color, texture, etc.).
- Have enough food available to meet meal pattern requirements.

- Some food may spill as children learn to serve themselves. Allow for this.
- **FOOD WILL NEVER BE WITHHELD AS A FORM OF DISCIPLINE.**

Medical Dental Emergency:

In the case there is a medical and/or dental emergency at the center Staff will evaluate the necessary protocols depending on the situation.

Mild Injuries Staff will: Check the child's injury • Put on disposable gloves. • Rinse with water to clean out any debris. • Clean the area around the injury . •Apply ice or a cold pack to reduce swelling • Place ice in a disposable glove or a small, closable plastic bag. • Cover with a clean cloth to protect skin from extreme cold. • Apply ice as tolerated for periods of 20 to 30 minutes. -Fill out Incident Report and go over with Parent at pick up

For a knocked out tooth • If dirty, hold the tooth by the crown and rinse root. • Put the tooth in water or saliva. • Contact parent/guardian to take the child and tooth to the dentist immediately.-Fill out Incident Report and go over with Parent at pick up

If a fractured jaw or head injury is suspected or any other major injury • Seek emergency care (call 9-1-1). • Do not move the jaw -Then call Parents/Authorized Representative

In the case a child needs food accommodations (see examples below) we will need to inform the Food Service Dept. Temporary accommodations for the student can be made for up to 30 days until the parent can have the dentist or doctor fill out the meal accommodation form. (see Site Supervisor for form) We can do any meal accommodation that is needed; the National School Breakfast and Lunch Program allows us to cover any expenses needed to facilitate our students. Examples of meal accommodations covered (but not limited to):

- Provide alternative milks, juice, or water if a student has a medical condition or allergy to ingredients.
- Provide calorie counted meals for students that are on limited calorie diets according to their orders.
- Provide sodium free meals or limited sodium if a student has a low or no sodium diet.
- Meals can be cut, chopped, and/or pureed if a student has a medical condition and/or 504 plan.

ILL CHILD POLICY

Please contact the preschool office if your child is ill and will be absent. If the child shows symptoms of illness, such as a green runny nose, severe cough, skin rash, diarrhea, warts, head lice, or high temperature (fever =100.4), the child must not be brought to the Preschool program. If the child is sent home with a green running nose, severe cough, skin eruptions, diarrhea, vomiting, warts, head lice, or high temperature (fever), the child is not allowed back to the program **until two days later**. This will prevent the spread of contagious diseases.

If live head lice are identified, the parent/guardian will be notified. The child may remain in the program until the end of the day and may return after appropriate treatment has been initiated. The program does not maintain a "no-nit" exclusion policy. Families in the classroom will

receive a notice of possible exposure, and environmental cleaning procedures will be implemented in accordance with California Department of Public Health guidance.

Please ensure your phone numbers are up to date.

MEDICATION

Prescribed medication may be administered at the school, only if a medication form is filled out and signed. **Prescription and over-the-counter medication are only administered if accompanied by a doctor's note with instructions and original label on the prescription bottle and a completed medication form.** Required documentation will be forwarded to the District nurse. Any expired medication will be returned to the parent for proper disposal. In case of an emergency, first aid will be administered.

Resting & Relaxation

Half-day sessions: Our facility does not offer naptime. We do have soft quiet areas for a child to be able to rest and relax.

All Day Pre-K session:
Children will be provided with a nap or rest time daily. We encourage your child to rest during that period. Blankets may be brought from home but must be labeled and laundered weekly. RSSP provides a mat. Your child may bring a blanket from home. Children are not obligated to sleep, yet teachers encourage the children to quietly rest. Teachers set up quiet activities for children when they do not fall asleep. The teachers create a restful environment by turning off the lights, shading windows, and providing a comfortable temperature. If necessary, teachers give individual attention to children who need support at naptime. There is enough light in the rooms to allow for visual supervision.

FIELD TRIPS/WALKING EXCURSIONS

We do not take field trips that require transportation; however, we believe it is important for children to be aware of their community. As part of our program, we do provide walking excursions, weather permitting, with a ratio to be determined by age and group of children. Walking locations are determined by the Site-Supervisor and may include trips to the school library, fire station, police station, post office, and businesses in the community. Parents will be required to complete a permission slip for off-campus excursions. Ratios are to be no less than 1 to 6. All volunteers are subject to the new immunization laws effective September 1, 2016.
**There are no transportation arrangements.*

PARENT INVOLVEMENT & EDUCATION

P*A*RENT INVOLVEMENT/PARTICIP*A*TION

One of the most important aspects of our program is parent education and involvement. To make certain the educational goals for both children and families the following participation is strongly encouraged:

1) make sure your child's attendance is consistent (according to policy;

2) bring and pick up your child at the designated times;
3) attend parent education meetings;
4) attend your child's parent/teacher conference; and
5) volunteer/participate in the classroom
6) read your monthly newsletters.

Please discuss other opportunities with your child's teacher. If you are going to be volunteering in the classroom, parents will need to provide a negative TB clearance, proof of All parent volunteers are required to complete a district volunteer application.

PARENT ADVISORY COMMITTEE (P.A.C.) AND PARENT EDUCATION

The Parent Advisory Committee is composed of all enrolled parents and is dedicated to making the school a better place for children and families. The PAC meets to discuss school activities, policies, curriculum, child development issues, and appropriate fund-raising opportunities. The most important aspect of the PAC is to become a support system for the program, advocate for children's issues, and connect the program to the community. Parent education seminars are offered monthly, guest speakers from the field of child development, nutrition, and pediatric medicine will present topics. All families are strongly encouraged to attend PAC/education meetings.

Our preschool program does not offer supplementary or optional services at this time.
CCC 101218(a)(4)

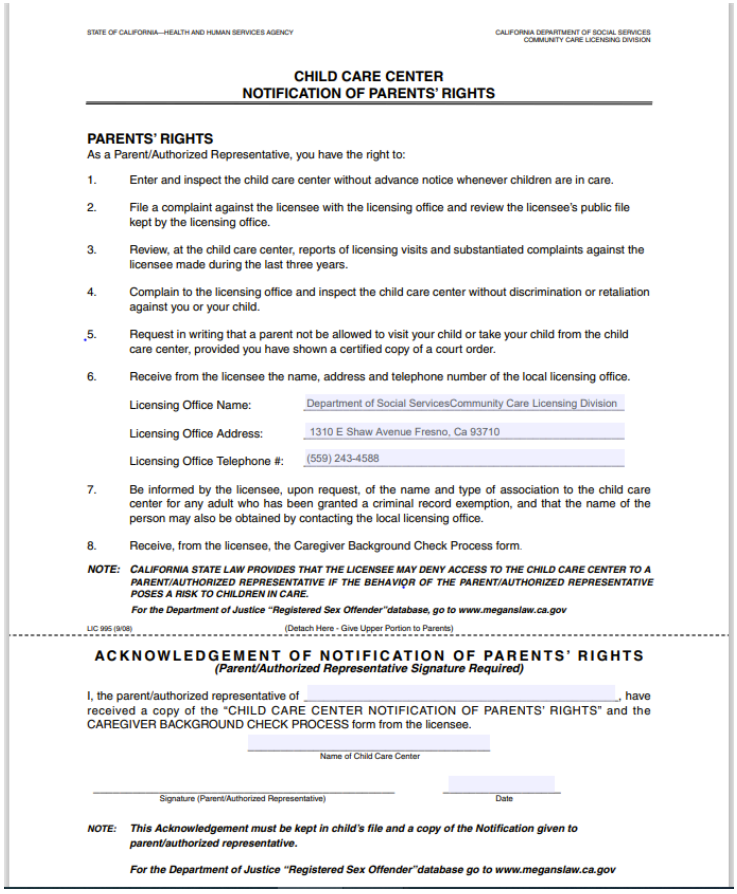
PARENT COMMUNICATION

We encourage parent/teacher communication to support each child's progress and/or special needs. If you have concerns, please express them to your child's teacher, directly, not to an assistant or substitute. Arrangements can be made for teachers to be available for conferences at your convenience. To support our team our program has implemented many different ways that staff and parents can share information. Our primary choice of communication is verbal. We encourage you to meet or speak to your child's teacher. In addition to verbal communication, Parent/Staff Communication forms are available. Simply complete one and include your phone number, concern, or question and a good time to reach you. However, we realize that some of you might not have the opportunity to come to the preschool so many of our teachers can communicate via email or sending a message through Brightwheel. Simply talk with them to see what method is good for both of you.

PARENTS' RIGHTS

We invite parents to come visit their child's classroom. Upon identification, parents have the right to enter and inspect the CDC without notice to the center's staff. Parents will be denied access to the CDC in the event of the following: The parent is behaving in a manner, which poses risk to staff or children in the facility and/or The facility has legal documentation, which prohibits non-custodial parent contact with child. Information regarding the child will only be shared with the parent(s) of record and are documented through the child's paperwork.

(See copy of Parents Rights below)



STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CHILD CARE CENTER
NOTIFICATION OF PARENTS' RIGHTS

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

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

   Licensing Office Name: Department of Social ServicesCommunity Care Licensing Division

   Licensing Office Address: 1310 E Shaw Avenue Fresno, Ca 93710

   Licensing Office Telephone #: (559) 243-4588
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

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

For the Department of Justice "Registered Sex Offender"database, go to www.meganslaw.ca.gov

LIC 995 (9/08) (Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS
(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative) Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender"database go to www.meganslaw.ca.gov

Toys and Personal Items from Home

To help maintain a focused learning environment and prevent distractions, we ask that toys and other personal items remain at home unless specifically requested by the Preschool for a special activity or event.

Items brought from home can be distracting to both the child and their classmates and may become lost, damaged, or cause disagreements among children. We kindly ask that parents/guardians ensure toys and personal belongings are left at home or taken from their child before entering the classroom. This does include food/snacks from home.

Water bottles can be brought in and put at the back counter or assigned water stations. Families are responsible to take home and clean the bottles as needed.

Thank you for your cooperation in helping us create a positive and engaging learning environment for all children.

Reef-Sunset State Preschool will not be responsible for any lost or damaged items.

POTTY TRAINING

If your child enters the program in diapers you and your child's teacher will work on a Potty Plan that is developmentally appropriate for your child. Parents may put a change of clothes in a large bag and leave it in their child's backpack so that they have a change of clothes readily available. Diapers and wipes need to be provided by Parents and kept on site.

RECORD KEEPING

Keeping the preschool records up to date is incredibly important. Parents have the responsibility to provide all information requested by the preschool and to notify the program immediately of any changes, most importantly to the emergency notification card (for example, address, telephone number, or persons authorized to pick up students). Finally, when necessary, parents need to provide a two-week notice if they wish to drop their child from the preschool program.

RELIGIOUS INSTRUCTION

Given that State funds are received, the preschool refrains from religious instruction and worship.

SUPERVISION OF CHILDREN

All children must be supervised by sight and sound at all times throughout the day.

CHILDREN'S RIGHTS

No person may threaten or enact corporal punishment on a child. We respect the child as an individual with unique qualities and developmental abilities.

PHOTOS

Reef-Sunset State Preschool is committed to protect the privacy of our children, families and staff. In keeping with this commitment, candid pictures of children, parents or staff taken at any of our centers (in the classroom or in the outside environment) are not allowed to be shared through any social media (e.g. Facebook, Instagram, Snapchat, Linkedin, MySpace, etc.). Families choosing not to follow this policy could jeopardize their child's enrollment in the program. At times, Reef-Sunset State Preschool will use candid pictures of children in the program on our website or newspaper articles; however, the center will obtain written consent of the parent during the enrollment procedures.

In the case you have taken a photo of your child that you would like to share you must blur/cover any other child/staff/parent that may be included in the picture.

HARASSMENT POLICY

Harassment of any sort is not tolerated.

Sexual - unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature

Verbal - inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation or other protected status

Physical - inappropriate or offensive touching, assault, or physical interference with free movement

Electronic and Social Media Harassment by staff, parents, or other individuals delegated by parents to assist with the care of their child (other family members, friends, babysitters, etc.) is not tolerated by the administration.

STAFF HEALTH & SAFETY REQUIREMENTS

All staff members are required to complete a physical examination, TB, MMR, Tdap, and Flu shot (or waiver) prior to employment and must have official fingerprint clearance through the Department of Justice and the FBI as a condition of employment. The ratio of children to adults is 1:8 (one adult to every eight children).

Reef-Sunset State Preschool
Family Handbook

I, _____have been instructed where to find the Parent Handbook available on the Reef-Sunset Unified School District website. I agree that it is my responsibility to read and understand the policies and procedures as stated in the agreement. I further understand and agree that I will be held responsible for the way in which I conduct myself while at the Reef-Sunset State Preschool or during Reef-Sunset State Preschool activities. I am aware that any information shared with the Reef-Sunset State Preschool staff will be held confidential. If I have any questions or concerns regarding the information covered in this agreement, I will address them to the preschool teacher or program director.

_____ _____

Parent's Name Child(ren)'s Name(s)

_____ _____

Parent's Signature Date

▢Yes, I approve of the use of photos of my child to be published on school social media posts, newsletters, posters.

▢No, I do not approve of the use of photos of my child to be published on school social media posts, newsletters, posters.

We have the right to revise policies when deemed necessary. You will be notified in writing of any changes that occur.