

O.U.E.S.D State Preschool Handbook 2026-2027



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OAKLEY STATE PRESCHOOL

PROGRAM ADMINISTRATION AND TEACHING STAFF

Dr. Maria Bordanaro – Deputy Superintendent, Learning Support Services
Tina Freiri - Early Childhood Intervention
Monica Hurney, Gehringer Elementary State Preschool Administrator
Dr. Kaylyn Lumsden, Oakley Elementary Preschool Administrator

Teachers

Maria Cruz, Oakley Elementary School
Nancy Glorioso, Oakley Elementary School
Emily Mendoza, Gehringer Elementary School

Phone Numbers

Oakley Preschool Rm. 31: 925-625-5088
Oakley Preschool Rm. 32: 925-625-5084
Gehringer Preschool Rm. 42: 925-625-7147
District Office: 925-625-6366
Oakley Elementary School Office: 925-625-7050
Gehringer Elementary School Office: 925-625-7070

State Preschool Clerk

Ruth Kolej

MISSION STATEMENT

We will provide a safe, child-oriented environment that will encourage social-emotional, physical, and intellectual growth through preschool activities following the developmental framework

PROGRAM OPERATIONS

GOALS AND OBJECTIVES [5 CCR 17701]

1. To provide a friendly atmosphere conducive to the development of the whole child.
 - A. The staff will interact frequently with the child, showing affection, interest, and respect.
 - B. The staff will provide children with equal opportunities to take part in all activities.
 - C. The staff will treat children of all races, religions, abilities and disabilities, family backgrounds, and cultures equally and with respect and consideration.
2. To help each child develop a healthy self-esteem.
 - A. The staff will help children deal with anger, sadness, and frustration by comforting, identifying, reflecting feelings, and helping children use words to solve their problems.
 - B. The staff will use positive approaches to help children behave constructively.
 - C. The expectations for the students' social behavior will be developmentally appropriate.
3. To enhance children's learning through active participation.
 - A. A variety of developmentally appropriate hands-on activities will be provided on a daily basis.
 - B. Children will be encouraged to think, reason, question, and experiment.
 - C. Provide guided learning activities through structured play periods.
4. To provide an open-ended, caring preschool program that encourages children to use their imaginative, creative, and physical abilities, thereby stimulating self-awareness.
 - A. The daily schedule will provide for alternating periods of quiet and active

play.

B. The staff will provide materials and time for children to select their own activities during the day.

C. The staff will encourage creative expression and appreciation for the arts.

5. To support the role of parents as their child's first and most significant teacher and to provide parents with information on child development and positive parenting styles.

A. Parents will be encouraged to participate in the classroom.

B. At least two parent conferences will be held each school year for children enrolled in the State Preschool.

C. Concerns about the child's physical or emotional health will be communicated to the parent in timely manner.

D. Parent education meetings will be held several times a year on a variety of topics of interest to parents of preschoolers.

E. Parents will have the opportunity to volunteer to serve on the Parent Action Committee.

PROGRAM DESCRIPTION

Oakley Union Elementary School District's Early Education Programs unit directly operates, subcontracts with, and monitors state-funded California State Preschool Program (CSPP). These programs are available throughout Oakley Union Elementary School District, and the CSPP services are provided at specific sites. The sites must meet quality program standards set by the California Department of Education and utilize developmentally-appropriate curriculum for instruction. Families access CSPP services by contacting the OUESD District Office and determining eligibility. In the event of a waitlist, as CSPP funding becomes available, the most eligible families from the site waitlist receive services first.

SCHOOL YEAR CALENDAR

The State Preschool Program follows the traditional calendar established by the Oakley Union Elementary School District. Students attend school 180 days per year.

JULY					AUGUST					SEPTEMBER					OCTOBER				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
4		1	2	H	3	4	5	6	7		1	2	3	/S/	15			Fall Break 1	Fall Break 2
6	7	8	9	10	10	11	12	13	14	H	8	9	10	11	Fall Break 5	Fall Break 6	Fall Break 7	Fall Break 8	Fall Break 9
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
20	21	22*	23*	/S/**	24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
27**	(28)	29	30	31	31				21	Fall Break 20	Fall Break 29	Fall Break 30		17	26	27	28	29	30
NOVEMBER					DECEMBER					JANUARY					FEBRUARY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
/S/	3	4	5	6#	14	1	2	3	4	19				Winter Break H	1	2	3	4	5
9	10	H	12	13	7	8	9	10	11	4	5	6	7	8	8	9	10	11	H
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	H	16	17	18	19
23^	24^	25^	H	H	Winter Break 21	Winter Break 22	Winter Break 23	Winter Break H	Winter Break H	H	19	20	21	22	22	23	24	25	26#
30				14	Winter Break 28	Winter Break 29	Winter Break 30	Winter Break H		25	26	27	28	29					18
MARCH					APRIL					MAY					JUNE				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5	22			1	2	3	4	5	6	7		1	2	3	[4]#
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
Spring Break 15	Spring Break 16	Spring Break 17	Spring Break 18	Spring Break 19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	H
Spring Break 22	Spring Break 23	Spring Break 24	Spring Break 25	Spring Break 26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
H	30	31		12	26	27	28	29	30	H				20	28	29	30		4

Non-School Days:

Labor Day September 7, 2026
 Fall Break Sep. 28-October 9, 2026
 Veteran's Day November 11, 2026
 Non-School Days November 23-25, 2026
 Thanksgiving Holiday November 26-27, 2026
 Winter Break Dec. 21, 2026-Jan. 1, 2027
 MLK Jr. Day January 18, 2027
 Lincoln's Birthday February 12, 2027 (observed)
 President's Day February 15, 2027
 Spring Break March 15-26, 2027
 Non-School Day March 29, 2027
 Memorial Day May 31, 2027

SCHOOL DAY

The State Preschool Program is a part-day, three-hour program, provided five days a week, Monday through Friday, except holidays as designated by the OUESD School Calendar. Class times are: Morning Session 8:00-11:00 Afternoon Session 11:30-2:30. One meal per day is provided.

STAFF QUALIFICATIONS [5 CCR 17717, 17718, 17720]

Each classroom is staffed with highly qualified instructional staff as mandated by Community Care Licensing, outlined in California's Code of Regulations, Title 22. In addition, CSPP must meet or exceed minimum standards for staff education and credentialing as mandated by California Code of Regulations, Title 5. Instructional assistants support the classroom teacher in supervision, daily routines, and individual needs of students. Our instructional assistants have

specific early childhood education and experience that meet minimum Title 22 and Title 5 requirements. Background checks and fingerprint clearances with the Department of Justice and the Child Abuse Index are conducted on all staff. Our instructional teams are required to be certified in CPR, first aid, and preventative health.

STAFF DEVELOPMENT PROGRAM [5 CCR 17704]

CSPP implement staff development policies that include the following: a) Identification of training needs of staff or service providers, b) Written job descriptions, c) An orientation plan for new employees, d) Written performance evaluation procedures., e) Staff development opportunities that include topics related to job function and training needs, f) An internal communication system that provides each staff member with the necessary information to carry out assigned duties

INCLUSION

CSPP welcomes children with special needs into our programs as we believe in providing an enriched learning environment for all children. Referrals and related comprehensive screenings can be requested for children who are suspected of having a disability, in addition to children with previously identified disabilities.

The goal of CSPP services is to support each child's individuality, development, learning, and above all, educational achievement. CSPP staff work with the parents and appropriate personnel to ensure that each child is promptly referred to the appropriate local education agency, in order to access Early Intervention/Special Education services. The CSPP collaborates with parents and the appropriate local education agencies to both monitor and support the growth and development of children identified with disabilities or who are found eligible to receive specialized services.

Through partnerships with Oakley Union Elementary School District Early Intervention Program, children with disabilities, including children with severe disabilities, have the opportunities to learn, play, and develop alongside typical peers enrolled in CSPP in a least restrictive environment. Individualized Education Program/Individual Family Service Plan (IEP/IFSP) records, if in place, are required to determine the best placement and support services for any qualifying child.

STUDENT ASSESSMENTS [5 CCR 17702]

CSPP utilizes the Desired Results Developmental Profile student assessment to plan and conduct developmentally appropriate activities. An observation-based profile is completed for each student within ninety days of enrollment and at least every six months moving forward for each child enrolled at least ten hours per week.

EDUCATION PROGRAM [5 CCR 17703]

The standards for the CSPP education program component include the following: a) An approach which is developmentally, linguistically, and culturally appropriate, b) Inclusion of children with disabilities, c) Use of evidence-based curriculum: each CSPP classroom utilizes curriculum that meets standards and the specific needs of their program, d) Use of the CLASS Observation and CLASS Environment Assessments to evaluate the quality of student/teacher

interactions and classroom environment, e) Use of the Desired Results Developmental Profile (DRDP), an assessment tool required by the California Department of Education. DRDP assessments are used to design and implement activities to support each child's developmental level and track progress towards school readiness, f) Encouragement of respect for the feelings and rights of others, g) Support for children's social and emotional development, h) Support for children's development of emotional security in social settings, i) Support for the development of each child's cognitive and language skills, j) Promotion of each child's physical development by providing, k) Promotion and maintenance of practices that are healthy and safe.

NUTRITION [5 CCR 17708]

CSPP is committed to ensuring that the children have nutritious meals and snacks during the time in which they are in the program. Meals and snacks must: a) Meet federal National School Lunch Program (NSLP) or Child and Adult Care Food Program (CACFP) program guidelines., b) Be culturally and developmentally appropriate., c) Be provided at no additional cost to families.

Students receive one meal per day. Students enrolled in morning or afternoon sessions will receive a nutritious breakfast or lunch provided by the Oakley District Food Service Program. Please indicate on the daily sign-in sheet if you would like your child to receive breakfast and/or lunch for the day. Families who are not requesting a meal should send a small, nutritious snack and a drink each day for your child to have during class. Food Service meals are for students only; they cannot be shared with parents or siblings. They must be consumed on campus and cannot be taken home. **Each family must fill out and submit a Food Service application to receive a free meal each day.** Please see the Oakley State Preschool Food Service Notice for additional information on other conditions regarding Food Service meals.

CHILD SUPERVISION [5 CCR 17713–17716]

Staff actively ensure our environments are safe and no child will be left alone or unsupervised at any time. Supervision is everyone's responsibility; in addition to our staff, parents must also use active supervision techniques to ensure our environments are safe. Parents must: a) Ensure access gates and doors are closed and secured., b) Avoid using cell phones when dropping off/picking up your child(ren). This includes texting, streaming, live calls, video calls, and other activities that require the phone to be in your hands and in use. This can be distracting. Please provide your child(ren) your undivided attention, c) Ensure your child is signed in and out every day, d) Hold your child's hand near the road and while crossing the parking lot (if applicable), e) Encourage children to follow safety rules, f) Report safety and supervision concerns to program staff immediately.

SIGN IN/OUT PROCEDURES

Parents must sign their child in and out of class on the daily sign-in/out sheet. You must use the child's full name (first and last) each time you sign them in. All authorized adults must sign in with their full first and last names. The preschool accepts responsibility for the child upon the parent/guardian's signature on the sheet. Children will be released from the program only to authorized persons. The parent/guardian must provide, in writing, the names of designated authorized persons and their phone numbers to the preschool staff on the emergency card. Persons signing the child in or out must be 18 or older. Students will NOT be released to anyone

under the age of 18, including siblings. Because your child's safety is important to us, any person who appears to be noticeably under the influence of drugs or alcohol will not be allowed to take the child from the premises. If an incident such as this occurs, the County Department of Social Services, Child Protective Services, and /or local law enforcement agencies may be notified.

AGES OF CHILDREN SERVED [5 CCR 17746]

Three, and four-year-old children may be eligible for initial certification or recertification.

REFRAIN FROM RELIGIOUS INSTRUCTION OR WORSHIP STATEMENT [5 CCR 17789]

CSPP refrains from religious instruction and/or worship during program implementation and instruction.

NON-DISCRIMINATION [5 CCR 4600 et seq.]

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

Oakley Union Elementary School District programs, including Oakley Preschool, operate programs in accordance with the Americans with Disabilities Act. O.U.E.S.D. operates its programs so that, when viewed in their entirety, they are readily accessible to or usable by individuals with disabilities. Reasonable accommodations are implemented to ensure that students with disabilities receive benefits and services.

PARTICIPATION REQUIREMENTS

SERVICE DELIVERY AREA

Admission is open to any qualifying preschool-age child in the state of California; we give priority to students residing in Oakley Union Elementary School District. We first place four-year-olds, followed by the placement of three-year-olds.

ADMISSION AND ENROLLMENT [5 CCR 17743– 17748]

The California State Preschool Program (CSPP) is statefunded. All children enrolled must meet the eligible age as set by regulations for CSPP and the specific program site age criteria. Families must meet both the need and the eligibility criteria to enroll their children in full-day CSPP. Families must meet eligibility criteria to enroll their children in part-day CSPP.

Parents/Guardians may apply for CSPP services at any time. The parent or legal guardian must complete an application at the OUESD District Office to be added to the waiting list for the applicable CSPP program. An application link will be provided to interested families by the CSPP program staff. Once initial eligibility is assessed, the applicant will be required to provide the child's birth certificate, immunization record, and proof of income to determine program eligibility and placement.

HOW FAMILIES ARE SELECTED [5 CCR 17747– 17748]

This program is not a first-come, first-served system. Instead, our Part-Day CSPP serves the most eligible families first based on the following enrollment priority regulations.

ADMISSION PRIORITIES:

First Priority: Must be given to three- and four-year-old children who are recipients of child protective services, or who are at risk of being neglected, abused, or exploited, upon written referral from a legal, medical, or social services agency. If an agency is unable to enroll a child in this first priority category, the agency shall refer the child's parent or guardian to local Resource and Referral Agency so that services for the child can be located.

Second Priority:

To the extent that there are additional three-year-old and four-year-old children with exceptional needs interested in enrolling beyond those already enrolled in the percent of funded enrollment set aside pursuant to EC Section 8208, the second priority for services shall be given to children with exceptional needs from families with incomes below the income eligibility threshold, as described in EC Section 8213. Within this priority category, children with exceptional needs from families with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table, as published by the California Department of Education (CDE) at the time of enrollment, shall be enrolled first.

Third Priority:

The third priority for services shall be given to eligible three-year-old, and four-year-old children who are not enrolled in a state-funded transitional kindergarten (TK) program. This priority shall not include children eligible pursuant to clause (v) of subparagraph (B) of paragraph (1) of

subdivision (a) of EC Section 8208 if they are from families with incomes above the income eligibility threshold, as described in EC Section 8213. Within this priority category, eligible children with the lowest income, according to the income ranking on the most recent schedule of income ceiling eligibility table published by the CDE at the time of enrollment, shall be enrolled first. If two or more families have the same income ranking according to the most recent schedule of income ceiling eligibility table, a child who is identified as a dual language learner shall be enrolled first. If there are no children who are identified as dual language learners, the child that has been on the waiting list for the longest time shall be admitted first.

RESIDENCY REQUIREMENT [5 CCR 17745]

To be eligible for services, the child must live in the State of California and reside within the Oakley Union Elementary School District boundaries while receiving services. Evidence of a street address or post office address in California will be sufficient to establish residency. A person identified as experiencing homelessness is exempt from this requirement and shall submit a declaration of intent to reside in California.

The determination of eligibility for CSPP 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) is under a final order of deportation from the United States Department of Justice.

FRAUD POLICY [WIC 10980]

Intentionally providing false or inaccurate information to access services is considered fraud. Fraud is grounds for termination from the program and legal actions may result. Some examples of fraud include, but are not limited to: • Failure to report the actual number of family members living in the household • Failure to report the actual gross income for the family • Submitting falsified income documentation • Submitting falsified employment documentation • Submitting falsified documentation of vocational training days, hours, progress, etc. • Inaccurately representing family eligibility or need in any way CSPP staff reserve the right to verify the accuracy of any information/documentation submitted by the parent/ guardian for the purposes of accessing services through a CSPP. If it is found that the parent/guardian provided inaccurate or false information, the family may be terminated from the program.

CERTIFICATION OF ELIGIBILITY

ESTABLISHING ELIGIBILITY [5 CCR 17752]

Parents/guardians are required to complete a certification appointment with CSPP staff to establish and document eligibility for part-day CSPP services or both eligibility and need for full-day CSPP services, complete the program application and all necessary forms, and review program requirements and regulations. To establish eligibility, families must be: a) Current aid recipients, b) Income eligible, c) Experiencing homelessness, d) Enrolling a child with a disability, e) Enrolling a child who is a recipient of Child Protective Services (CPS), or identified as being abused, neglected, or exploited, or at risk thereof, or f) A current participant in a means-tested government program, g) The family's income is no more than 15 percent above the income eligibility threshold, or h) The family resides within the boundaries of the same qualified free and reduced price meals (FRPM) school as the CSPP Neighborhood School Site.

DOCUMENTATION OF INCOME ELIGIBILITY [5 CCR 17762]

Families who receive services based upon income eligibility must document all sources of countable income. Total countable income means all income of the individuals counted in the family size, for example: a) Gross wages from employment, including commissions, overtime, tips, bonuses, housing and automobile allowances, gambling/lottery winnings, and wages for migrant, agricultural, or seasonal work; b) Public cash assistance (including Safety-Net received for children) or diversion payments received from the Department of Public Social Services; c) Gross income from self-employment less business expenses with the exception of wage draws; d) Disability, unemployment, or workers compensation; e) Spousal support or child support received from a former spouse or absent parent; this includes financial assistance for housing costs, living expenses, and/or car payments paid as part of this support; f) Survivor or retirement benefits, pensions or annuities, inheritance, dividends, interest on bonds, income from trusts, or royalties; g) Rental income received from rent for room within the family's residence or rental property; h) Insurance or court settlements for lost wages or punitive damages; or i) Other enterprises for gain (e.g. – reimbursement for services provided, donation of blood, etc.).

DOCUMENTATION AND DETERMINATION OF FAMILY SIZE [5 CCR 17761]

Parents/guardians receiving services through CSPP are required to document the reported family size. "Family" refers to the parents/guardians and the children (under age 18) for whom the parents/guardians are responsible, who comprise the household in which the child receiving services is living. The family size also includes any adults who are: a) The biological parent, adoptive parent, or stepparent to a child included in the family size. b) The parent to the sibling(s) of a child included in the family size. c) The domestic partner of the parent/guardian or caretaker relatives, as designated by the parent/ guardian. A copy of current government- issued photo ID for all adults included in the family size is required. All included adults must meet the eligibility criteria of the CSPP for part-day services.

24-MONTH CERTIFICATION [5 CCR 17700]

The need and eligibility information provided by the family during the certification/recertification process is used to authorize services for a certification period of no less than 24 months, as long as the child is age-eligible for CSPP. Upon initial certification and recertification, a family shall be considered to meet all eligibility and need requirements, (if applicable) for those services for no less than 24 months, shall receive those services for no less than 24 months without having their eligibility or need recertified, and shall not be required to report changes to income or other changes for at least 24 months, except as provided below: a) **Children who will not be age eligible for CSPP before the 24-month period has expired, b) Families are always required to report if the family income exceeds 100% of the State Median Income.** If the authorized services no longer meet the family needs, the parents/guardians may report changes to the assigned CSPP staff and must submit supporting documentation to change the authorized services. The requested changes must be submitted through a written and signed statement or through email.

NOTIFICATION OF CHANGES [5 CCR 17755]

Parents/guardians are required to report to CSPP staff if the gross monthly family income exceeds the 100th percentile of the state median income within thirty (30) calendar days of the

effective date of the increase. To ensure continued and accurate services, parents/ guardians are encouraged to report changes in: a) Contact information: phone number, home/ mailing address, email address. b) Income changes resulting in a decreased family fee. c) Changes in work/school hours resulting in the need for more child care hours or a decreased family fee. Please Note: If, during your certification/recertification appointment, it is determined that your child will be starting elementary school or will have a school schedule change during the certification period, you will be asked to estimate the change in schedule and effective date.

ADDING CHILDREN TO CSPP [5 CCR 17744]

Since CSPP serves families, additional eligible children who are part of the family size may receive services if funding, in the same program, is available. If funding is not available to enroll additional children, the child/ children may be placed on the CSPP Eligibility List and may receive services as funding becomes available.

DISENROLLMENT POLICY [5 CCR 17783]

Except as otherwise provided for in law or regulation, disenrollment cannot occur prior to the end of the 24-month certification period, with the following exceptions: a) When the recalculation of income during recertification, based on the family provided documentation, indicates that the family's adjusted monthly income exceeds the income eligibility threshold set forth in WIC 10271.5 and the family does not meet the requirements for another eligibility basis. b) When the parent changes residency outside of California as reported by the parent; c) When there is substantiated evidence of fraud that invalidates the initial certification, and the family is not otherwise eligible; d) When the family has abandoned care (see Abandonment of Care under "Attendance Processes"). e) Child is no longer age-eligible for CSPP where enrolled. Families disenrolled prior to the last day of the 24-month certification period shall be issued a Notice of Action (see section on "Notifications Sent to Parents/Guardians").

PROHIBITION AGAINST SUSPENSION [EC §8489, 5 CCR 17731]

Except as authorized by OUESD and by the completion of all steps outlined below, CSPP will not: a) Suspend a child due to their behavior. b) Persuade or encourage a child's parent or guardian to prematurely pick up their child from CSPP due to their child's behavior before the program day ends.

Suspension shall only be used as a last resort in extraordinary circumstances when there is a serious safety threat that cannot be reduced or eliminated without the removal of the child. A serious safety threat includes any behavior or action that injures the child, other children, or staff, or prevents the safe participation of the child or other children in the program. To the greatest extent possible, CSPP shall endeavor to ensure the full participation of enrolled children in all program activities.

If a child exhibits behavior that is a serious safety threat, prior to suspension, CSPP staff and administration will: 1. Inform the parents/guardians, verbally and in writing, of the specific and serious nature of their child's behavior. 2. Collaborate with the parents/guardians, OUESD/CSPP administrative staff, and appropriate community resources to support the child's full participation in CSPP.

If it is determined that no other reasonable option is appropriate, and suspension is deemed necessary, CSPP staff will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by doing all of the following: a) Continue to engage with the parents/guardians and continue to access and use appropriate community resources. b) Develop a written plan with the parents/guardians, applicable community support staff, and OUESD/ CSPP administrative staff to document the action and support needed. c) Provide the parents/guardians referrals to appropriate community services. d) If the child has an individualized family service plan (IFSP) or individualized education plan (IEP), the program, with written parental consent, shall contact the agency responsible for the IEP/IFSP to seek consultation on serving the child. e) Document all applicable information, action steps, resources, and supplemental service information in the child/family files.

NOTIFICATIONS SENT TO PARENTS/GUARDIANS

NOTICES OF ACTION [5 CCR 17782, 17783]

A Notice of Action (NOA) is issued to the parent/ guardian upon: a) Approval or denial of an application, b) Termination of services, or c) A change in services (family fee changes, hour changes, etc.). The NOA provides a summary of the family's application information and an explanation of the action being taken with regard to the child care services. It is either hand-delivered to the parent/guardian or sent via electronic communication.

Other Notifications

Parents/guardians receive several notices from CSPP staff throughout the year. The notifications contain important information regarding documentation required and changes in services and/or regulations. It is crucial that the parents/ guardians review all notifications sent from CSPP staff, as the majority are time-sensitive and require a response. These notifications may be provided through a variety of electronic means.

Please ensure that your family has access to your CSPP communication systems.

HEALTH, SOCIAL SERVICES, AND SPECIAL NEEDS

CHILD HEALTH HISTORIES AND IMMUNIZATION RECORDS [5 CCR 17758C (3)]

Parents/guardians are required to complete a Preadmission Health History for all children receiving services through CSPP. In addition, current immunization records are required.

PHYSICIAN'S REPORTS [22 CCR 101220]

Parents/guardians must submit a completed Physicians Report (LIC 701) prior to or within 30 days of enrollment into CSPP. Follow-up Physicians Reports may be requested if there is a change in the child's health status that impacts their ability to fully participate in CSPP.

FAMILY NEEDS ASSESSMENT [5 CCR 17706]

At certification and recertification, parents/guardians will complete a Family Needs Assessment form to indicate the need for additional information and services. Support services and referrals will be provided to meet a family's individual needs. In addition, family needs are individually assessed during fall and spring Parent Conferences. Our goal is for families to know where to access community health and social services to meet their unique family needs. If there is any time when family circumstances change, parents/guardians are encouraged to contact their CSPP administration for referrals and assistance.

DOCUMENTATION OF A CHILD'S EXCEPTIONAL NEEDS [5 CCR 17770]

CSPP serves children ages 2-5 years old based on the age criteria of the CSPP site where enrolled. Documentation of a child's exceptional needs in the form of an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP) is requested and updated annually. CSPP staff will work collaboratively with the family, as well as health and education providers, to develop and maintain education and care support that meets the child's needs. Health and Safety Policies CSPP will provide site-applicable policies in regards to: • Discipline • Health policies • Medications • Allergies • Procedures for illness inspection and for when children become ill or injured, etc.

STUDENT ILLNESS

The health of your child and other children in the program is important to us. Please keep your child at home if s/he shows signs of illness (cough, sore throat, vomiting, diarrhea, thick nasal discharge, fever, etc.). Parents will be called to pick up children who come to school sick or who become ill during class. Your child should be symptom-free for at least 24 hours before returning to school. Notify your child's teacher immediately if your child or any member of your family contracts a communicable disease. Some examples include chicken pox, lice, scabies, impetigo, pink eye, strep throat, etc.

MEDICATIONS

Since your child is in school for a relatively small portion of his/her day, we encourage parents to schedule the administration of any necessary medications before or after school. If your child requires that staff administer medications during his/her school day, the following requirements must be met:

1. Permission for the administration or application of medicine (including over-the-counter drugs) must be provided in writing by the child's physician.
2. Permission to Give Medications at School form must be signed by the parent.
3. Medications prescribed for an individual child must be kept in the original container bearing the pharmacy label.
4. Parents should notify the school when medications are no longer necessary. Unused medicines will be returned to the parent or guardian, or destroyed.

ATTENDEE PROCESSES &

DAILY SIGN IN/OUT PROCESS [5 CCR 17818]

All students must be signed in.

For your child's protection and in compliance with State law, you must sign in your child at the actual time he/she arrives at the school site and sign out your child at the actual time of departure. Your full signature is required (Community Care Licensing does not allow initials). a) The person who signs the child in/out must be at least 18 years of age and use his/her full legal signature. b) Persons signing children in/out of the center must be listed on the child's emergency card and must have proper photo identification. If someone comes for your child and is not listed on the emergency card, your child will not be released to that person. Phone calls or notes from you will not be accepted under any circumstances. Please note: You may update your child's emergency card at any time during your certification period. Please speak to the program staff any time you wish to add or remove someone from the emergency card.

ABSENCES [5 CCR 17819]

Regular attendance is essential to a student's success in school.

In the event of any absence, the parent/guardian must notify CSPP staff. When a child does not attend the program on authorized days, the parent/guardian or staff member must indicate the specific reason for the absence and sign their full signature for each day of absence on the child's sign-in sheet.

Excused Absences are those absences which occur because of illness or quarantine of the child; illness or quarantine of a parent; family emergency (no more than 10 days), such as illness or death of extended family; a court-ordered visitation; or a reason which is clearly in the best interest of the child. If the child is absent due to illness for more than five consecutive school days, s/he must have a doctor's excuse when s/he returns to school. If an excused absence is based on time spent with a parent or other relative as required by a court of law, the parent or guardian must provide the school with a copy of the court order. Excused absences that are in the best interest of the child shall be limited to ten (10) days during the school year. These would include vacations, special family outings, and visits from out-of-town family members. **All other absences will be considered unexcused. Excessive unexcused absences from class may result in your child being withdrawn from the program.** If your child is enrolled in State Preschool and is terminated from the program because of absences, you will receive a Notice of Action form. Your child cannot be readmitted or placed on the readmission waiting list during the same school year. For children enrolled in Special Education, an I.E.P. meeting will be held, and the I.E.P. team will discuss alternative placements and/or service delivery models.

Absences are recorded, monitored, and documented by the teacher. The school office keeps the record of student attendance.

PUNCTUALITY

It is very important that you drop off and pick up your child on time. Teachers must use the time before and after class to prepare for their classes. They are unable to supervise your child during

those times. It is also imperative that you avoid being late to drop off your child. It disrupts the class, and it is difficult for your child to enter the program schedule once it is underway.

Teachers and staff often need to attend meetings after school and prepare for the next day's lesson. If you know you will be unavoidably late, please call your child's classroom and inform the staff.

If you are more than 5 minutes late (after the class start time or after class dismissal), you will be asked to sign a late notice, which will be kept in your child's file. Families enrolled in State Preschool will receive a Notice of Action. The consequences for late arrivals (tardy) are as follows:

- 1) 1st tardy, Parent(s)/Guardian(s) will be advised of tardy policy again, the teacher will record the late arrival, and a late notice will be given to parent.
- 2) 2nd tardy, preschool teacher will conference with Parent(s)/Guardian(s). During the conference time, teacher and parent(s)/guardian(s) will discuss ways to improve tardiness. A second tardy notice will be issued to parent(s)/guardian(s).
- 3) 3rd tardy, meeting with preschool teacher, site supervisor, program administration, program director, and/or site principal for parent intervention plan.

If a child has not been picked up within a reasonable period of time (15 minutes) after the preschool closed (see your child's teacher for specific closing times), and no one can be reached to pick up the child, the preschool staff may call Child Protective Services or the Police/Sheriff's Dept. Preschool staff must never transport children from the center.

ABANDONMENT OF CARE [5 CCR 17819.5]

If a family has not been in contact with CSPP for 30 days, they may be disenrolled due to abandonment of care. CSPP will follow the process below before making any determination regarding disenrollment:

1. When the family has not been in communication with CSPP for seven (7) consecutive calendar days and has not provided the reason the family is not using services, CSPP will initiate contact with the family.
2. Using the contact information on file, the CSPP staff shall attempt to contact the family through a variety of communication methods. At least one communication attempt shall be in writing, which may be through electronic methods. CSPP staff will keep documentation of all communication attempts, including a copy of all written communication. CSPP staff will inform the parent in these communications that failure to communicate with CSPP may result in termination of CSPP services.
3. The CSPP staff will issue a Notice of Action to disenroll the family on the basis of abandonment of care when there has been no communication with the CSPP program for a total of 30 consecutive calendar days.
4. Parents/guardians should notify program staff if services need to be temporarily discontinued due to travel, family emergencies, or other reasons, especially if they anticipate traveling to an area where electronic communications may be disrupted. The program will code their absences from the program according to the reasons listed in the section above.

CLOTHING

Appropriate clothing is a necessity to allow for freedom when participating in all school activities. Sturdy, washable clothing should be worn; dressy clothes are not appropriate. Tennis shoes provide the best support for preschool activities. Sandals must have a rubber sole and heel strap. Bathing suits, crop tops, or spaghetti straps are prohibited by the Oakley Union School District, as are T-shirts with profane or offensive printing on them. Please label all clothing, such as coats, sweaters, hats, gloves, etc., with the student's first and last name. Please provide the preschool with a complete change of clothing, including socks and underwear, to keep at school. Plan to change spare clothing sets with the seasons. Please label each piece of the extra change of clothing. Children will play outside most days, so please dress your child accordingly.

Families of children who are not potty-trained are required to provide diapers/pull-ups and wipes so that they can be changed at school. If you are toilet training your child, let the preschool staff know. We will be happy to support you and your child through this process.

PARENT INVOLVEMENT AND EDUCATION

FAMILY ENGAGEMENT AND STRENGTHENING [5 CCR 17705]

Our goal is to provide a welcoming environment for families and invite them to participate as partners in the education of their children. There are many kinds of parent involvement activities, including, but not limited to, the items described below. If you are interested in becoming more involved with your child's CSPP, please let the program staff know.

PARENT PARTICIPATION

In addition to volunteering in the classroom, parents are invited to attend Parent Orientation, Back-to-School / Sneak-a-Peek Night, and Open House. Parent conferences are held twice a year or upon request from a parent or a teacher. In addition, several Parent Education presentations are held each year in the evening. All parents are invited to serve on the Parent Advisory Council.

Parents are welcome to visit the classroom at any time as previously agreed upon with the teacher. We encourage parents to volunteer in the classroom at least once a month. All volunteers must have a negative P.P.D. T.B. test, complete the mandated training and DOJ screenings, and a Volunteer Health Report on file at the preschool. Due to insurance considerations, older or younger siblings are not allowed in the classroom during the volunteer's workday.

PARENT COMMUNICATION

Parent communication takes place through a variety of methods, including virtual database and communication programs, parent bulletin boards, daily communication records, handouts, and phone calls. Each CSPP utilizes the communication methods that best meet the needs of the program, family, and community. Parent communication methods for each CSPP will be shared during the Back to School / Sneak-a-Peak meeting. Communication will be conducted in the family's preferred language. If a CSPP staff person does not communicate in the family's

preferred language, an interpreter will be acquired.

EMERGENCY CARD INFORMATION

It is important, for emergency and administrative reasons, that every student maintains an up-to-date emergency card with the child's teacher. Notify the teacher immediately if you have a change of address or phone number during the school year. Also, notify if any of the information on your child's emergency card needs to be updated.

Please include the names of any persons who may pick up your child from school. They must be prepared to show a photo I.D. before your child will be released to them. We must have prior parental permission before we will release your child to anyone not listed on the Emergency Card.

PARENT MEETINGS AND PARENT EDUCATION

Parent meetings are conducted regularly in each CSPP classroom to provide general program information, upcoming events, and parent education opportunities. CSPP offers parent education training and workshops. Topics may include, but are not limited to: parenting, Ages and Stages of Child Development, nutrition, family literacy, STEAM (Science, Technology, Engineering, Art, and Math), and child abuse prevention.

If there is a topic you would like to learn more about, please inform your CSPP staff. Parent Conferences: Parent-Teacher conferences occur at least twice a year to review each student's progress and the results of the Desired Results Developmental Profile Assessment. This is an opportunity to discuss each child's developmental markers and set goals for the child and family. Parents/Guardians and staff work together at these conferences to come up with a plan to support the child's growth and development. If you would like to learn more about any of the topics you discuss and how to support your child at home, please notify your child's teacher so these topics can be added to the parent meetings or parent education opportunities.

REPORTING POLICIES AND PROCEDURES

CHILD ABUSE/MANDATORY REPORTING [CALIFORNIA PENAL CODE SECTION 11165.7]

All program staff are mandated child abuse reporters. CSPP staff are required by law to report any reasonable suspicion of child abuse to the appropriate authorities. Suspected child abuse will be documented, and the information will be forwarded to the Local Law Enforcement Agency and Child Protective Services (CPS) for further investigation. Child abuse includes physical abuse, sexual abuse, emotional abuse, or neglect.

The safety and well-being of your child is our first priority. If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your child's teacher or enrollment specialist. There are resources available to help you.

PARENT/GUARDIAN APPEAL PROCESS [5 CCR 17783–17785]

When a parent/guardian receives a Notice of Action (NOA), the parent/guardian has the right to appeal the action if he/she feels it is unwarranted. Please Note: Child care services continue during the appeal process, unless the NOA is for suspension or expulsion of a child. The parent/guardian is subject to all rules and policies of CSPP during the appeal process.

DUE PROCESS REQUIREMENTS:

I.) Notice of Action, Application for Services; Notice of Approval or Denial (EC 8237, 8261, 8263, 5CCR 18094 and 18118)

The contractor's decision to approve or deny services shall be communicated to the applicant by mailing or delivering a written 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).

A.) The Notice of Action, Application for Services shall include:

- 1) The applicant's name and address
- 2) The contractor's name and address
- 3) The name and telephone number of the contractor's authorized representative who made the decision
- 4) The date of the notice. For families being certified to receive part-day services pursuant to 1. Above, the NOA may be issued up to one hundred twenty (120) calendar days prior to the first day of the beginning of the new program year.
- 5) The method of distribution of the notice

If services are approved, the notice shall also contain:

- 1) Basis of eligibility
- 2) Daily/hourly fee, if applicable
- 3) Duration of the eligibility
- 4) Names of children approved to receive services
- 5) Hours of service approved for each day

If services are denied, the notice shall contain:

- 1) The basis of denial
- 2) Instructions for the parent(s) on how to request a hearing if they do not agree with the contractor's decision in accordance with procedures specified in sections XI.D and XI. E below

B.) Notice of Action, Recipient of Services (EC 8261, 8263, and 5CCR 18095)

If, upon recertification or update of the application, the contractor determines that the need or eligibility requirements are no longer being met, or the fee or amount of service needs to be modified, the contractor shall notify the family through a written Notice of Action, Recipient of Services in accordance with section XI.D below. The contractor shall maintain copies of all Notice of Action, Recipient of Services in the family's data

file.

The Notice of Action, Recipient of Services shall include:

- 1) The type of action being taken
- 2) The effective date of the action
- 3) The name and address of the recipient
- 4) The name and address of the contractor
- 5) The name and telephone number of the contractor's authorized Representative who is taking the action
- 6) The date the notice is mailed or given to the recipient
- 7) The method of distribution to the recipient
- 8) A description of the action
- 9) A statement of the reason(s) for the changes
- 10) A statement of the reason(s) for termination, if applicable
- 11) Instructions for the parent(s) on how to request a hearing if they do not agree with the contractor's decisions in accordance with procedures specified in Section XI. E below

C.) Changes to the Service Agreement (EC 8261m 8263(c) and 5CCR 18119)

The Contractor shall complete a Notice of Action, Recipient of Services when changes are made to the service agreement. Such changes may include, but are not limited to, an increase or decrease in parent fees, an increase or decrease in the amount of services, or termination of services. The contractor shall mail or deliver the Notice of Action to the parents at least fourteen (14) calendar days before the effective date of the intended action. (If the Notice of Action is mailed, the fourteen (14) calendar day period is extended by five calendar days, which establishes a presumption that the parent received the Notice of Action.)

To promote the continuity of child care and development services, a family that no longer meets a particular program's income, eligibility, or need criteria may have their services continued if the contractor is able to transfer that family's enrollment to another program within the same contracting agency or to another agency that administers state or federally funded child care and development programs.

D.) Parent(s) Request for a Hearing and Procedures (EC 8261 and 5CCR 18120)

If the parent disagrees with an action, the parent(s) may file a request for a hearing with the contractor 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 completed when the appeal process has been exhausted or when the parent(s) abandons the appeal process.

Within ten (10) calendar days following the receipt of the request for a hearing, the contractor shall notify the parent(s) of the time and place of the hearing. The time and place of the hearing shall, to the extent possible, be convenient for the parent(s).

The hearing shall be conducted by an administrator staff person who shall be referred to as "the hearing officer." The hearing officer shall be at a staff level higher in authority

than the staff person who made the contested decision.

The parent(s) or parent's authorized representative is required to attend the hearing. If the parent or the parent's authorized representative fails to appear at the hearing, the parent will be deemed to have abandoned his or her appeal. Only persons directly affected by the hearing shall be allowed to attend.

The contractor shall arrange for the presence of an interpreter at the hearing, if one is requested by the parent(s).

The hearing officer shall explain to the parent(s) the legal, regulatory, or policy basis for the intended action.

During the hearing, the parent(s) shall have an opportunity to explain the reason(s) they believe the contractor's decision was incorrect. The contractor's staff shall present any material facts omitted by the parent(s).

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 CDE.

E.) **Appeal Procedures for CDE Review (EC 8261 and 5CCR 18121)**

If the parent(s) disagree(s) with the written decision from the contractor, the parent has fourteen (14) calendar days in which to appeal to the CDD. The appeal must be received within 14 calendar days of the date on the contractor's written decision. 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.

The parent(s) shall specify in the appeal request the reason(s) why he/she believes the contractor's decision was incorrect. A copy of the contractor's notice of intended action and written decision shall be submitted by the parent(s) with the appeal request.

Upon receipt of an appeal request, the CDD may request copies of the family's date file and other relevant materials from the contractor. The CDD may also conduct any investigations, interviews or mediation necessary to resolve the appeal.

The decision of the CDD shall be mailed or delivered to the parent(s) and to the contractor within thirty (30) calendar days after receipt of the appeal request.

F.) **Contractor Compliance with the CDD Decision; Reimbursement for Services During the Appeal Process (EC 8261 and 5CCR 18122)**

The contractor shall comply with the decision of the CDD immediately upon receipt thereof. The contractor shall be reimbursed for child care and development services delivered to the family which is appealing during the appeal process. If a contractor's

determination that a family is ineligible is upheld by the CDD, services to the family shall cease upon receipt of the CDD's decision by the contractor.

Important Information for Parents to Know

Effective on January 1, 2007, each child care facility shall permanently post, in a prominent location, information about the registered sex offender database that is available on the Megan's Law website, <http://www.meganslaw.ca.gov>, and give families one of the two licensing forms (LIC 995 or 995A, Notification of Parents' Rights) provided by the State Department of Social Services.

SCHOOL OPERATIONAL POLICIES & PROCEDURES

EMERGENCY DRILLS

Fire drills are conducted once a month, and earthquake drills are conducted periodically. Detailed emergency plans are posted on the classroom door. Teachers are responsible for students during an actual emergency. Students will be kept at school until parents or guardians arrive to pick them up. Parents are asked to provide snack bags and water, which the school will store for emergencies.

SHARING

Children are not to bring toys from home to class unless it is their day to share. Your child's teacher will inform you when your child has share day. We encourage other items besides toys, i.e., books, shells, pictures, souvenirs, and even confined pets (please give the teacher advance notice). We discourage violent toys, such as guns, swords, and daggers. Please label all items brought to class to share. Please do **not** send expensive or hard-to-replace items to school. The preschool program is not responsible for lost, stolen, or damaged items.

FIELD TRIPS

When a field trip is offered, Oakley Preschool will contract with bus services or ask parents to provide transportation for their own child(ren). Parents may be asked to provide fees for field trips or special assemblies. Students will not be excluded from field trips or assemblies due to their inability to pay.

PARTICIPATION IN OUTDOOR ACTIVITIES

Children are encouraged to participate in all school activities. If a child is well enough to attend the program, it is assumed they are well enough to participate in all outdoor activities. Oakley Preschool does not have accommodations or staff available to allow students to remain indoors during outdoor playtime.

INJURIES AND ACCIDENTS

As careful as we are, it is still inevitable that students may sustain injuries while they are at school. For minor injuries, staff will treat the injury and inform the parent/guardian using the Report of Injury form. A copy of this form will be kept in your child's file. If a major injury should occur, the staff will call 911 and administer first aid and/or CPR until paramedics arrive.

Parents will be called immediately. A Report of Injury form will be completed, given to the parent/guardian and a copy will be placed in the child's file. Community Care Licensing will be notified of any major injuries.

DISCIPLINE POLICY

No Physical Punishment is ever used. In the event a student becomes unruly or his/her behavior interferes with the functioning of the classroom, the following types of interventions will be considered:

1. A discipline record will be kept for any major and/or persistent problem.
2. A child may be asked to sit away from an activity for a short period of time (one minute per year of age). The child will be asked to tell the teacher the reason she/he was asked to sit away from the group (if s/he is able to do so) before rejoining the activity.
3. If necessary, the behavior will be discussed in a parent conference with both the teacher and the Program Director. All avenues for positive corrective action will be explored and a written contract developed with the child, parent, and staff.
4. If misbehavior continues and interferes with the safety or overall functioning of the program, the parent may be called to pick up the student.
5. If the behavior continues, the following procedures will be implemented:
 - A. A meeting with the parent, teacher and designated administrator will be scheduled as part of the SST process to develop a plan for improvement
 - B. The team will allow 6-8 weeks to implement the agreed upon PBIS intervention strategies, collect data to determine if interventions are conducive to the student needs and environment, and set a follow up meeting with the team to determine next steps
 - C. In the case of Special Education Students, an IEP will be held to determine next steps in supporting the student.

ELEMENTS OF THE DAILY ROUTINE

Large Group Time:	Cooperation, taking turns, and listening skills are emphasized in this activity. Circle activities include music, rhythm and language development.
Small Group Time:	Small groups of children meet together with a teacher to work on materials chosen by the teacher in an activity designed to allow observations and to assess children in terms of particular key experiences or I.E.P. goals.
Meal Time:	We gather together and eat. This activity encourages language development in a relaxed, low-keyed atmosphere.
Planning Time:	Children decide for themselves what they are going to do during work time. They indicate this to the teacher, who helps them think through their ideas, and get started. This activity is usually prefaced by sequencing or matching activity.
Work Time:	Children carry out projects and activities they have planned. Children who complete their initial plan may work on another.
Clean Up Time:	Children sort, order and put away materials they have been using during work time.
Recall:	Recall is the third part of the plan-do-review cycle. Children and adults meet in groups and recall or present their work time activities.
Music and Movement:	Children gather together and experience various types of music, songs, and gross motor activities.
Outside Time:	Children and adults are involved in vigorous physical activity.