



**Wheatland School District**

**Child Development**

**Parent Handbook**

**CHILD DEVELOPMENT**

Revised: July 2020

# WHEATLAND SCHOOL DISTRICT

## CHILD DEVELOPMENT PROGRAM

**POLICY STATEMENT:** The purpose of the Preschool is to provide an education in a safe, healthy environment, conducive to the development and growth of young children.

**NON-DISCRIMINATORY POLICY:** The State Preschool Program is operated on a non-discriminatory basis which gives equal treatment and access to services without regard to sex, race, religion, ethnicity, or physical handicap.

**RELIGIOUS POLICY:** This program refrains from religious worship and instruction.

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# TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	4
<b>Program Philosophy</b> .....	4
<i>The Goals and Expectations:</i> .....	5
We Promote the following Standards .....	5
<b>FEES</b> .....	5
<b>PLACEMENT FOR STATE PRESCHOOL</b> .....	6
<b>COMPATIBILITY DETERMINATION</b> .....	6
<b>STAFFING</b> .....	6
<b>PARENT RESPONSIBILITIES</b> .....	6
<b>PARENT PARTICIPATION</b> .....	7
<b>ATTENDANCE</b> .....	7
<b>DISCIPLINE POLICY</b> .....	8
<b>CONTAINMENT</b> .....	10
<b>PERSONAL RIGHTS</b> .....	10
<b>TERMINATION OF PLACEMENT</b> .....	10
<b>NUTRITION</b> .....	10
<b>CLOTHING</b> .....	11
<b>PROGRAM</b> .....	11
<b>CHILD DEVELOPMENT STAGES</b> .....	12
<b>PARENT MEETINGS</b> .....	13
<b>FIELD TRIPS</b> .....	13
<b>BIRTHDAYS</b> .....	14
<b>SEASONAL CELEBRATIONS</b> .....	14
<b>PARENT AND TEACHER COMMUNICATION</b> .....	14
<b>PARENT/VOLUNTEER CONDUCT AT THE CENTER</b> .....	14
<b>MEDICATION</b> .....	14
<b>HEALTH</b> .....	15
<b>PARENT'S RESPONSIBILITIES TO OUR HEALTH PROGRAM</b> .....	15
<b>COMMON COMMUNICABLE DISEASES</b> .....	16
<b>MEDICAL EMERGENCY</b> .....	16
<b>UNIVERSAL PRECAUTIONS</b> .....	17
<b>SAFETY</b> .....	17
<b>COMMUNITY RESOURCES</b> .....	17
<b>CHILD ABUSE</b> .....	18
<b>SITE EMERGENCY</b> .....	18
<b>CONFIDENTIALITY POLICY</b> .....	18
<b>PARENT CONCERNS</b> .....	18
<b>FRAUD POLICY</b> .....	19
<b>APPEAL RIGHTS</b> .....	19
<b>BOARD MEETINGS</b> .....	19

## **INTRODUCTION**

Welcome to Wheatland School District (WSD) and the Wheatland Child Development (WCD) Program. We hope this handbook will answer many of your questions about our services and acquaint you with our operating policies and procedures.

Our programs are designed to provide a meaningful service by creating a stimulating and enjoyable Preschool Program for your child(ren). To meet this goal, our program is continually being re-evaluated for improvement. Our staff works to help all children grow and expand their experiences by providing a program that is consistent, well-balanced, geared to their respective learning levels and abilities, and allows for individual freedom without being overly permissive. Additionally, our program provides ample opportunity for children to increase listening skills, to learn to follow directions, and to work and play with other children.

### **Program Philosophy**

We strive to provide a quality educational experience for all children by promoting the physical, social and emotional well-being of each individual child. We offer a healthy, safe, and enriching environment in which all children and all parents are made to feel comfortable. We are an inclusive preschool which values and accepts each and every child into our program. All children are respected and nurtured as we offer them stability and foster their independence through positive guidance. We ensure that all children are provided with every opportunity to learn through exploration, teacher guided lessons and self-guided learning. We consider ourselves to be academically strong, children centered and caring as we prepare your child for kindergarten. We have a growth mindset and work hard to better educate ourselves as teachers so that we can meet the needs all children.

We are a Play Based Program; that means:

In a play-based program, children choose activities based on their current interests. The term “play-based” is often interchanged with “child-centered,” which could be used to describe the majority of available preschool programs. The play-based classroom is broken up into sections, such as a home or kitchen, science area, water table, reading nook, space with blocks and other toys, or other areas. Teachers encourage the kids to play, facilitating social skills along the way. “Even though it seems like they are just playing, they are learning valuable skills, including important social skills and cooperation with others, learning about signs and literacy (as most items are labeled), and early math.

## **GOALS AND EXPECTATIONS**

- Provide a safe and healthy environment
- Enhance self-esteem and promote a positive self-view
- Help children develop self-regulation
- Provide a variety of learning and social experiences
- Recognize the individual needs of each child
- Promote positive parent interaction and communication
- Regularly evaluate and modify our program as necessary
- Encourage children as they engage in their tasks
- Provide a family-oriented environment
- Promote language development and children learn how to express themselves
- Enhance gross motor development through outdoor play
- Staff, children and parents working together as a team
- Provide a curriculum that supports kindergarten readiness

- Provide hands-on experiences through daily play, field trips, gardening and various opportunities in the classroom
- We believe all children means ALL children

We Promote the following Standards

- Curriculum supports individual and group goals.
- Relationships foster belonging and encourage individual worth.
- Teaching supports exploration and personal development.
- Assessments are informed, systematic, and advance development.
- Health practices promote safety.
- Teachers are qualified and dedicated.
- Families are involved and respected.
- Community relationships support our goals.
- Physical environment is safe, well maintained, educational, and fun.
- Leadership and management work as a team to build a high-quality program.

**FEES**

**State Preschool:** Effective July 1, 2020 families who qualify for Subsidized enrollment in part-day CSPP will be assessed at the time of certification and enrollment and will remain effective for the remainder of the program year. **There will be a charge of \$5.00 per day for all late payments. Late Fees for child pick up:** A charge of \$5.00 will be assessed for first 5 minutes, and \$2.00 for every consecutive 5 minutes thereafter. (Late fees for child pick up are to be paid to the classroom teaching staff.).

**Private Pay Preschool:** Family fees are based upon signed contracted rates. All payments are due by the 5<sup>th</sup>. In August the payment is due the first week of class. There will be a charge for all returned checks as well as bank fees. There will be a charge of \$5.00 per day for all late payments. **Late Fees for child pick up:** A charge of \$5.00 will be assessed for first 5 minutes, and \$2.00 for every consecutive 5 minutes thereafter. Late fees for child pick up are to be paid to the classroom teaching staff. (Late fees for child pick up are to be paid to the classroom teaching staff. If any account becomes more than two months' delinquent, the student will be disenrolled from the program).

**Part Day Preschool monthly payment options:** All payments must be received by the 5<sup>th</sup> or postmarked by the 5<sup>th</sup> in order to avoid late fees. All families will receive a bill mailed to the address listed on all parent contact/contract information. Parents may: **1.** Mail their payment to: Wheatland School District, 111Main St, Wheatland, CA 95692. **2.** Deliver their payment to the WSD offices between the hours of 7a.m. and 4p.m. at 111Main St. **3.** Pay their payment using their online banking payment system. **4.** Pay their payment using WSD online payment system My School Bucks by using your child's pre-assigned student identification number.

**ELIGIBILITY FOR STATE PRESCHOOL**

Pre-Kindergarten children ages three yrs (3) by Sept.1<sup>st</sup> to four yrs (4) by Sept.1<sup>st</sup> of the school year are eligible for our program if the family's adjusted monthly income does not exceed the income ceilings established by the California Department of Education.

## **PLACEMENT FOR STATE PRESCHOOL**

We are committed to reaching out to people of different races, genders, ethnicity, and ability, and we strive to create an environment of inclusion that celebrates our differences and highlights our commonalities. Our program accepts children with special needs as long as a safe, supportive environment can be provided for the child consistent with the requirements of the Americans with Disabilities Act. Children will be placed in the Preschool based on the following priorities:

1. Age eligible children under Protective Services.
2. Four-year old children whose families have the lowest adjusted monthly income during enrollment.
  - a. Children attending kindergarten the following year.
  - b. Children who are limited English speaking.
  - c. Children identified as having special needs.
  - d. Children from families whose special circumstances may diminish the child's normal development.
3. Children who are identified as having special needs, through an IEP.
4. Three-year-old children will be placed by age and income.

Class lists are formed two weeks prior to the beginning of school. All other children will be placed on a waiting list for available openings and will be enrolled by the same priorities.

## **COMPATIBILITY DETERMINATION**

Enrollment is complete when the parent and the Child Development staff have determined the program is an appropriate learning environment for the child. Difficulty in adjusting to the school setting may require exploring options available to meet the child's needs. **Every enrollment is on a trial basis contingent upon the child's favorable adjustment.** A child's first school experience should be positive. Parents are required to bring their child to the center for an Orientation and "introduction" and to build confidence for the child's first day on his/her own.

## **STAFFING**

The Child Development Programs are licensed Child Care Programs under the State Department of Social Services, Community Care Licensing. Teacher qualifications and staff-child ratios are maintained according to the regulations established by the California Department of Education's Child Development Division.

The staff is committed to providing a developmentally appropriate environment that emphasizes children's self esteem and encourages problem solving, and the development of life skills.

## **PARENT RESPONSIBILITIES**

- The following documentation is required to enroll a child:
  - (a) Vaccination records: all immunizations must be up to date;
  - (b) Valid birth certificate;(other verification acceptable)
  - (c) Income verification- is required for subsidized programs-current check stubs, current Federal Income Tax. (Full Month for the last 30 days)
  - (d) Physical examination within the past year or 30 days after registration; documentation of appointment
  - (e) Completed enrollment packet.
- Parent **must** notify the teacher when the child is going to be absent by the beginning of class.

- Parents **must** sign their child in and out of the classroom using their full signature and actual arrival and departure times. Any adult other than a parent picking up the child must be listed on the emergency card and will be required to show a photo I. D.
- **Late Fees:** A charge of \$5.00 will be assessed after the first 5 minutes and \$2.00 for every five minutes thereafter.
- Parents are responsible for keeping the child's emergency contact information current. Reliable phone numbers must be maintained within the child's file at all times.
- Children attending Wheatland School District's Preschools must be completely toilet trained. (Exceptions may be made on case by case basis by the Director.)
- When a child becomes ill at school, it is the responsibility of the parent or designee to come pick up the child immediately. If the parent cannot be contacted, the staff will contact the child's emergency contacts. Children who are mildly ill i.e. a cold or allergies may stay in class as long as they are able to complete their preschool routine independently.
- Copies of a current restraining order or papers showing sole custody must be kept in our files in order to refuse a natural parent's right to pick up the child.

## **PARENT PARTICIPATION**

Parents are welcome and encouraged to volunteer in class at anytime. All volunteers and field trip chaperones must be live scanned through the Wheatland School District. All parent volunteers must submit proof of a Negative T.B. test or clearance to the Preschool Office to be placed in their child's file. Research shows that a key to a child's success in school is having the parent involved in their education. (Board Policy Adopted June 2006 and Reviewed/ Updated/ Approved: May 2011) (Education Code 49024) As of September 1, 2016, SB792 requires immunization against pertussis, measles and influenza. (May submit a written declaration declining the influenza vaccination).

## **ATTENDANCE**

- Each child is expected to attend school on a regular basis. Reasons for all absences must be recorded. If a preschool child will not attend, the parent **will** notify the teacher before the beginning of class if possible.
- It is very important that your child be on time to school.
- **Drop Off:** Classroom doors open at 8:30am. Answer "Question of the Day", students wash their hands and are to go to the designated carpet area. Parents are to leave the classroom once their child is seated and signed in. (**Signing in is Mandatory**)
- **Pick Up:** Classroom doors open at 11:30am. The teacher will report the day's events and call student's names to leave. Parents must sign their child out.
- When a child has not been picked up within 15 min. of dismissal and no parent contact has been received the following steps will be taken:
  - ✓ The staff will try to contact the parent;
  - ✓ Persons on the emergency card, furnished by the parent, will be contacted in the order listed, to locate an authorized person to pick the child up immediately;
  - ✓ The Preschool Program Director or the Site Supervisor will be contacted.
- Attendance includes excused absences by children because of illness or quarantine of the child family emergency, and court ordered visitation, medical/ dental /vision appointments, or a reason which is clearly in the best interest of child.
- Family emergencies will be excused on a case by case evaluation by the Director. Examples: severe illness of close relative, broken down car, housing problems, and family problems.



- Each family is allowed "ten best interest days" that may be used for excused absences when they are clearly in the best interest of the child. For example; out of town with family, out of town visitors, moving, or reasons at the discretion of the Director.
- A child **may** be terminated from the program if he/she accumulates three (3) unexcused absences throughout the year.
- If a child is absent for (3) three consecutive days without contacting the preschool, the child **may** be terminated from the program.
- All children are subject to a 60-day assessment period in order for us to establish that the program will meet the child's needs. During this time the teacher will be communicating with the parent if there seems to be a problem.

## **DISCIPLINE POLICY**

Our program is structured so that individual and group activities keep discipline problems to a minimum.

The environment of a child development center is set up to promote "success" from the moment the child walks through the door. The toys, equipment and materials are all at their level. The rules are also set at their level of understanding to promote reasoning and problem solving.

While in the center, every child will be respected as an individual and will be treated with the same respect and admiration that we as adults wish to be treated. Safe and appropriate boundaries and expectations will be set for the children. Every attempt will be made by the staff to modify inappropriate behavior. Children who exhibit aggressive or disruptive behavior may be removed from the activity and provided a quiet space to readjust and think about the issue at hand.

There are several factors that are involved in attempting to understand the reason for the behavior problems. Some of these are:

- **Environment:** What may be wrong with the environment that could be creating the problem? Are the toys inappropriate? Does the room arrangement meet the needs? All aspects of the environment will be assessed.
- **Teachers:** What efforts or revisions have been made by the staff to assist the child in adjusting or working out the problem?
- **Parents:** A final resort, parents are called to help create a plan of action consistent within the center and extended at home. This way the staff and parents will use the same rules, help the child in resolving the conflict, and empower them to become more responsible for their actions and words.

## **INAPPROPRIATE FORMS OF BEHAVIOR**

- Causing physical harm to another child or adult by hitting, biting, kicking, throwing, or any other physical action.
- Use of inappropriate language, spitting, or other forms of verbal abuse or degradation by children directed at other children or adults.
- Repeated refusal by a child to comply with center or room rules and/or failure to listen to caregivers.
- Children's behavior that is potentially harmful to themselves.
- Biting children and/or adults. See biting guidelines.

## **ACCEPTABLE DISCIPLINE TECHNIQUES**

- Temporary removal from stressful situations.
- Redirecting a child to another activity.
- Contacting parents for assistance.
- Modifying instruction and environment.
- Behavior Intervention with positive reinforcement.
- Parent called to pick up student.

## **UNACCEPTABLE FORMS OF DISCIPLINE**

Humiliating or frightening punishment is strictly forbidden. This includes:

- Physical punishment such as spanking, slapping, hitting, pinching or shaking.
- Verbal abuse, threats or derogatory remarks about the child or his/her family.
- Withholding of meals/snacks to change behavior.

## **BITING GUIDELINES**

- If your child bites any staff or children in the program and does not break the skin but leaves a visible mark he/she is to be picked up within an hour and may return the following day.
- If your child bites and breaks the skin without blood, he/she is to be picked-up within an hour of the incident and may return the following day. After the 3<sup>rd</sup> bite of this type you may lose his/her place at WCD.
- If your child bites or scratches and draws blood, he/she needs to be picked-up immediately. After the 3<sup>rd</sup> bite of this type you may lose his/her place at WCD.

## **PARENT CONTACT/PERSISTENT DISCIPLINE PROBLEMS**

If persistent discipline problems do occur with your child, we will discuss these with you and work with you to solve them by the following steps:

- Meet with the parent to discuss the problem.
- Establish a problem-solving contract between the parent and the preschool to provide some alternative solutions.
- Meet with the parent after the designated time period set in the contract and evaluate the situation.
- A child may be suspended for inappropriate behavior that is not corrected with numerous adult interventions and for behavior that endangers him/her or others. (Length of time will be decided on case by case basis.)
- The child's hours or days may be adjusted to improve ability to function within the program.
- After steps above have been fulfilled and we find this program is not meeting the needs of the child, the child may be terminated from the program. Teachers and instructional assistants are the only ones to discipline the children in the classroom.

## **DOCUMENTATION**

Whenever a child has a serious discipline problem persisting over time despite interventions, and threatening to result in dismissal from the program, a behavior log will be maintained. This log will record frequency of behavioral episodes, proactive interventions, consequences of the behavior, and discipline methods used. A behavior log will be established as part of all problem-solving contracts (see step 2 above). This will provide objective data on which to evaluate progress.

## **CONTAINMENT**

Containment is not to be used as a discipline policy and shall not be written into a client's services plan. Such techniques are not to be a planned step in modifying behavior. They are considered to be only last resort emergency physical control techniques designed to prevent injury to bystanders, the assaultive child, other children and the staff.

## **PERSONAL RIGHTS**

All forms of discipline that violate a child's personal rights are prohibited regardless of authorized representative consent or authorization. \*Please see Personal Rights LIC 613A of your Enrollment Packet.

## **TERMINATION OF PLACEMENT**

At the discretion of the Director, a child may be terminated from the program under the following circumstances:

- The situation is too stressful for a child or the child's behavior is interfering with his/her own safety or that of other children and/or adults in the program after positive behavior interventions have been employed.
- Failure to provide updated emergency contacts.
- Persistent bowel or bladder training problems unrelated to a medical condition or disability.
- Three unexcused absences in one school year.
- Absences exceeding three days without contacting the school.
- Failure to complete required paperwork within the designated timelines.
- Failure to comply with State and WSD health and safety policies.
- Your account becomes more than two months' delinquent.
- Abusive or threatening behavior of a parent to staff or other children.

## **NUTRITION**

Wheatland Child Development provides a snack daily for students.

As often as practical, we include cooking, tasting, and food identification experiences in the program.

If your child is allergic to certain foods, please let us know so that we can make any adjustments necessary. The Medical Statement to Request Special Meals and/or Accommodations. A medical professional must sign the form. Turn into Preschool office and Kitchen Manager. \*WSD Preschools and Cafeteria are Peanut Free Facilities.

### **What are the nutritional requirements for snack (school breakfasts)?**

School breakfasts must meet the applicable recommendations of the Dietary Guidelines for Americans which recommend that no more than 30 percent of an individual's calories come from fat, and less than 10 percent from saturated fat. In addition, breakfasts

must provide one-fourth of the Recommended Dietary Allowance for protein, calcium, iron, Vitamin A, Vitamin C and calories. The decisions about what specific food to serve and how they are prepared are made by local school food authorities.

If you would like to bring food to the preschool for a birthday or other special occasion, please call the school and discuss it with the teacher at least 48 hours prior to the occasion. We maintain a healthy food choice policy. All food brought in must be store bought or made at the Preschool and comply with these guidelines i.e. 100% juice, no grapes unless cut in half, etc.

\*\*Please see your class teacher for a list of options for party celebration ideas.

## **CLOTHING**

Our main concern with clothing is the comfort and safety of the children. Please dress your child in comfortable clothes appropriate for the weather and ready to play. Children will be actively engaged in a variety of water, sand, mud and painting activities. Send your child in clothes that can get dirty.

It is the parent's responsibility to provide an extra set of clothing to keep on site at the center for their child. These must be labeled with the child's name.

Shoes must be worn at the school and should be such that the child can easily run and jump. Sandals or shoes without back straps are NOT permitted. Children will not be permitted to stay at school if inappropriate shoes or clothing is worn. Please mark all your children's coats, hats, sweaters etc. as we often have several identical garments.

Children should not bring money, food or gum to school. No toy guns, no knives or other sharp or dangerous objects will be allowed.

Parents helping in the classroom should dress appropriately, no short-shorts, low cut tops, bare midriffs, or bare feet.

## **PROGRAM**

We provide a well-rounded educational program for your child. We work with your child on a one to one basis and in small and large groups. Most activities are limited to fifteen minutes because of the short attention span of preschool children. Each child is encouraged to participate in every type of activity. The activities are planned to give a balance of indoor and outdoor activities. An individual developmental program is planned for each child. We do not allow movies and/or videos from home unless they are specific to the project/theme.

Our educational program includes:

- Development of self-image
- Literacy/Language Development/Writing
- Math
- Science
- Dramatic Play/ Creative Arts/ Block Play/Table Toys/Computers/Sand &Water
- Music
- Health and hygiene instruction
- Outside large motor muscle experiences
- Cultural awareness activities
- Walking and bus field trips
- Project Approach
- STEAM

## What is STEAM

STEAM is an educational movement that engages students in integrated learning as they explore the world around them, create innovative solutions to problems, and communicate their results while learning **Science, Technology, Engineering, Art and Math**. STEAM is more than the individual subjects. It is the intentional integration of core content with art inspiring all students to think deeply, develop creative solutions, and aspire to a greater future.

## CHILD DEVELOPMENT STAGES

This page presents an overview of child development from birth to five years of age. It is important to keep in mind that the time frames presented are averages and some children may achieve various developmental milestones earlier or later than the average but still be within the normal range. This information is presented to help parents understand what to expect from their child. Any questions you may have about your child's development should be shared with his or her doctor.

	Physical and Language	Emotional	Social
<b>2 years to 3 years</b>	Motor Ability: jumps off a step, rides a tricycle, uses crayons, builds a 9-10 cube tower. Language: starts to use short sentences controls and explores world with language, stuttering may appear briefly. Fear of separation	Negativistic (2 ½ yrs) Violent emotions, anger. Differentiates facial expressions of anger, sorrow, and joy. Sense of humor (Plays tricks)	Talks, uses "I" "me" "you" Copies parents' actions. Dependent, clinging, possessive about toys, enjoys playing alongside another child. Negativism (2 ½ yrs).  Resists parental demands.  Gives orders.  Rigid insistence on sameness of routine. Inability to make decisions.
<b>3 years to 4 years</b>	Motor Ability: Stands on one leg, jumps up and down, draws a circle and a cross (4 yrs)	Self-sufficient in many routines of home life. Affectionate toward parents. Pleasure in genital manipulation. Romantic attachment to parent of opposite sex (3 to 5 yrs)Jealousy of same-sex parent.  Imaginary fears of dark, injury, etc. (3 to 5 years)	Likes to share, uses "we" Cooperative play with other children, nursery school. Imitates parents. Beginning of identification with same-sex parent, practices sex-role activities. Intense curiosity & interest in other children's bodies. Imaginary friend.
<b>4 years to 5 years</b>	Motor ability: mature motor control, skips, broad jumps, dresses himself, copies a square and a triangle. Language: talks clearly, uses adult speech sounds, has mastered basic grammar, relates a story, knows over 2,000 words (5 yrs)	Responsibility and guilt. Feels pride in accomplishment	Prefers to play with other children, becomes competitive prefers sex-appropriate activities

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## **SCHEDULE OF ACTIVITIES**

The daily schedules vary slightly from day to day as well as by the class; however, please see the posted schedule within your child's class.

The children are encouraged to use the restroom whenever they have the need; however, the staff will also offer use of the restroom regularly. Children at the Lone Tree campus will always be escorted by a staff member.

Speech and language therapy is available to qualified children with an individual education plan.

## **PARENT MEETINGS**

The Preschool site shall have the following parent meetings:

- A Parent Orientation before your child begins preschool classes.
- At least (2) teacher/parent conferences yearly. The 2<sup>nd</sup> one is optional.
- Parent Advisory Committee (PAC)- Parents will meet with teachers quarterly to review upcoming events and information gathered such as Parent Surveys.

## **FIELD TRIPS**

Field trips are designed to enrich the Preschool educational experience. We use many of our trips as leading events into our next thematic unit. These are scheduled frequently. Parents will receive notification of upcoming trips in newsletters, email, and daily message boards. All children will receive a "Field Trip Permission" form. Only parents that have been live scanned with WSD will be allowed to participate as parent volunteers. All parent volunteers must submit proof of a Negative T.B. test or clearance to the Preschool Office to be placed in their child's file. (Board Policy Adopted June 2006 and Reviewed/ Updated/Approved: May 2011) (Education Code 49024) As of September 1, 2016, SB792 requires immunization against pertussis, measles and influenza. (May submit a written declaration declining the influenza vaccination). When transportation is used for field trips, WSD buses will be used. A "Field Trip Permission" form must be signed and on file, specific for each group outing, at the preschool before your child will be allowed to go on the field trip. Class counts for daily attendance will occur multiple times throughout the trip i.e. before boarding the bus, walking from one location to the other within a facility.

On the day of the trip all documents/forms needed are together and organized: children's emergency contacts, medical emergency form, permission slips, current listing of any allergies medical or food, daily attendance sheet. All classrooms or groups of children from a class will have on hand a portable first aid kit. Staff will stay in cell phone contact with district staff should a medical emergency, time delay, or transportation delays arise. Staff will count all children and adults present and document this on the attendance sheet. Head counts will occur to and from the bus and throughout the day at every transition. If a child appears not to be feeling well please keep them home. You must be at the school at the designated time.

## **BIRTHDAYS**

You may send a special snack to celebrate your child's birthday. You must follow program food guidelines. Please see the class party snack ideas sheet for reference. You may not hand out or send invitations at school, unless **all** children are invited.

## **SEASONAL CELEBRATIONS**

The following parties will be celebrated within our program year: Harvest Party, Thankful Feast, Winter Party, Valentine's Day, Promotion, Family Picnic.

## **PARENT AND TEACHER COMMUNICATION**

All staff members aim to communicate regularly and effectively with families and other caregivers so that their perspectives can be incorporated into our understanding of the child's development, our curriculum planning, and our assessment process. We will provide all documents in the family's home language as well as have verbal translation available. In addition to the family handbook, we have scheduled parent meetings and conferences, regular newsletters (typically for each month or each theme), a daily white board listing activities, and frequent spontaneous interaction. Staff members begin the school year with a parent meeting to facilitate introductions and to review school policies and procedures. They then collaborate with adult family members during the phasing in process to help the child make a smooth transition to the new school year. We begin with a school visit, followed by having half of each class experience a shorter version of the school day on different days. Consistent routines and behavior expectations are introduced gradually, and teachers adapt procedures to the individual needs of each child and family. Adult family members can make unscheduled classroom visits to observe their child in the program. Teachers are easily accessible by phone and/or email during planning time to answer questions, schedule classroom volunteering, or discuss effective ways for staff and parents to handle changes and challenges. For children with individualized education plans, the staff, parent, and or the program administrator will review the accommodations, limitations, and goals before the school year begins if possible. All requirements will be followed. Parent and teacher conferences are scheduled twice each year and can be arranged as the need occurs. At these conferences, the child's individual plan will be shared with the parents and parents may discuss anything they wish concerning their child. Parents will receive written documentation regarding their child's developmental progress. Parents should discuss any upsetting circumstances with the teacher or director.

## **PARENT/VOLUNTEER CONDUCT AT THE CENTER**

Parent involvement in the classroom at any time is for the benefit of the children in the program. Your participation, presence, and input to guide your children and our program is highly valued. We ask that you direct and support children using positive redirection techniques. Staff is available and ready to assist at all times if needed. On rare occasions, parents bring concerns to the classroom and may express them in ways that frighten children. Parents need to refrain from loud, abusive conduct around staff and children. Any verbal or physical misconduct is a violation of the State Education Code which protects teachers and children in these situations.

## **MEDICATION**

If your child needs medication to be given during school hours, we must have our school "Administration of Medication" form filled out and signed by your doctor and you, stating exact names of medicine, as well as amounts and times that the medication is to be given to your child. The medicine is to come in the original prescription bottle with the original label as provided by the pharmacy. A Plan of Operation for Incidental

Medical Services will be written for each medication. WSD administration/storage and storage procedures of medication will occur at all times.

## **HEALTH**

Our health plan for the children includes, but is not limited to the following services:

- Developmental testing
- Speech, vision, hearing and behavioral referrals
- Speech Therapy
- Adminstrating psychological tests
- Instruction in dental health, hygiene and nutrition
- Conferences between the teacher and auxiliary support personnel
- Checks for head lice
- Provide information, and forms for the child to receive the required physical examination.
- Follow-up on health problems found as a result of the required physical or screening.
- Provide health education for children and parents.
- Provide information and education to the children and parents regarding child abuse.

\*Triage will follow: Teacher and/or Parent Referral – Administration – Speech Teacher at Site – Educational Specialist- School Psychologist as needed.

Services of other local community agencies will be utilized whenever appropriate. The teacher can refer you to the correct agency to help you with your health problems.

## **PARENT'S RESPONSIBILITIES TO OUR HEATLH PROGRAM ARE:**

- To keep children home when they are ill or have any type of rash. The child must be symptom free of fever, vomiting, diarrhea, for **24 hours** without the assistance of fever reducing medications before returning.
- If children become ill during the program day with the following symptoms: fever 100 C or higher, vomiting, diarrhea, heavy persistent cough, excessive thick/green/runny nose. They shall be excluded from group interactions and allowed to rest in a comfortable place until parents/guardians can pick them up. Pick-up is expected to occur as soon as possible or within 1 hour of notification. Parent/guardians shall be notified if their children have been exposed to a contagious disease through a written health alert form as well as verbally.
- To send children to school clean enough so other children won't tease them.
- To notify the school on the emergency card and health form about any major health problems such as;
  - asthma
  - heart problems
  - hyperactivity
  - allergies. . . such as bee stings, milk, foods, pollens, etc.
- To make certain the emergency card has current telephone numbers and addresses in case your child becomes ill or hurt at school.
- To obtain a T. B. clearance, Tdap, MMR and Influenza (or waiver) as required to help in the classroom.
- To provide the school with proof of the child's required immunizations.



- To obtain a physical for your child and provide the preschool with proof of that physical. Physical exams must be current within the past 12 months, and within 30 days of enrollment.
- To complete a health history on your child.
- To complete a Parent Needs Assessment.
- Parents must notify the Child Development Office and teaching staff within two (2) calendar days, when there is any change in work site contact. **THIS IS VERY IMPORTANT** for emergencies and is a State Regulation. New addresses or other personal information changes must also be reported within two (2) calendar days. New telephone or cell phone numbers need to be reported the same day. **IT IS VERY IMPORTANT THAT THE PRESCHOOL STAFF BE ABLE TO CONTACT PARENTS AT ALL TIMES.** Failure to report this information may lead to dismissal from the program.

### **COMMON COMMUNICABLE DISEASES**

Listed below are diseases that are common to preschool age children, along with school policies on when they may return to class.

- Head Lice - Exclude from class until under treatment and nit free. Must show proof of treatment (box top of shampoo or note from doctor). Must show proof of retreatment in 7 - 10 days. Child must be inspected by teacher before they may return to class.
- Chicken Pox - 7 days after appearance of first spot or until all are dry scabs.
- Impetigo - exclude from school until under treatment. Cover lesions while in school unless advised otherwise by doctor. If not covered, exclude unless doctor has advised it non-infectious.
- Pink Eye - exclude from school until under doctor care and until symptom-free.
- Strep-Throat - Exclude from school on symptoms, re-admit on advice of physician. Non-contagious after 24 hours if taking medication.
- Fever - Keep child home when fever is present. This would also include fevers that are controllable through over the counter medications. Children must be fever free for 24 hours before returning to class.
- Vomiting - Keep child home if child has thrown-up within the last 24 hours.
- Diarrhea - Keep child home until all symptoms are gone for 24 hours.

**\*\*Please call the office or school staff if there is another illness other than what is on the list for directions.**

### **MEDICAL EMERGENCY**

In all cases of injury or illness, attempts will be made to contact parents immediately and involve them in the decision regarding treatment. If needed 911 will be called first.

In case of an emergency, the staff cannot transport children to physicians. If staff is unable to locate the parents or an emergency contact, staff will secure appropriate treatment at the nearest medical facility. If a major injury or illness is involved, the child will be transported by ambulance (at the parent's expense) to a hospital.

## **UNIVERSAL PRECAUTIONS**

Universal precautions are not limited to use with individuals known to be carrying a specific disease. Precautions must be used in all situations and instances when blood or body fluids are handled. Precautions will be used daily as part of good hygiene practices in all classrooms.

In the school setting, universal precautions should include:

- hand washing
- using gloves
- careful trash disposal
- using two step clean and sanitization process
- helmet will be sanitized after each use

## **OUTDOOR SKIN PROTECTION**

The staff will protect children against weather related and insect transmitted diseases as follows:

- Provide shade for play.
- Wear sun protective clothing.
- Provide similar indoor activities.
- Indoor equipment for large-motor activities meets safety standards and is supervised.
- With written permission from parents, apply a sunscreen of SPF 15 or higher to exposed skin.
- When Public Health Authorities recommend, with written parental permission, use of insect repellents containing DEET are applied no more than once a day.

## **SAFETY**

We strive daily to create and maintain a safe and educational environment for your children. Along with the many precautions we take as a Program and School District, Parents/Guardians are to ensure that:

- Any adult other than a parent picking up the child must be listed on the emergency card and will be required to show a photo I. D
- Gates are to be opened by adults ONLY.
- Doors are to be opened by adults ONLY.

## **COMMUNITY RESOURCES**

The Monthly Newsletter will contain Community Event information. Please check for upcoming information.

The classroom teacher has a book on file to provide you with the names of various public agencies in our area that could be of assistance if you have any problems.

Example:

*Child Protective Services    Yuba/Sutter Mental Health    Children Home Society*

*Health Department    Family Advocacy    Casa de Esperanza (for battered women)*

## **CHILD ABUSE**

The Preschool staff is mandated by law to report suspected child abuse. Therefore, parents should explain to the person in charge when their child has had an accident away from the center which has resulted in an injury. Parents experiencing serious behavior problems with their child should contact the center supervisor so that appropriate assistance can be provided. Parents who witness abuse/neglect should report to the correct agency.

## **SITE EMERGENCY**

In the event of an emergency or natural disaster, these procedures will be followed:

- Children will remain at the site until they can be picked up by the parent or other authorized adult.
- If a site is evacuated, children will be taken to a designated emergency center. The location will be reported to parents following WSD emergency/evacuation procedures and may be announced on the local radio station handling the emergency broadcasting.
- A staff member will remain with the children until the parent or authorized adult arrives.
- Emergency Drills are done monthly

## **CONFIDENTIALITY POLICY**

We recognize the rights of our parents for confidentiality and have established the following policies to insure this right:

- Confidential child files will be kept within the classroom with only Director, Secretary, Lead Teachers, and regulatory authorities having access. All eligibility and family service records shall be kept in a secure file. Only the following staff members shall have access: Director, Secretary, and regulatory authorities.
- Only upon parent's written request will family/child information be released.
- All information received about the child or the child's family by the staff members will be stored in confidential files and held in confidence.
- Parents are required/responsible to up date all family information to all program files as changes occur.

## **PARENT CONCERNS**

Concerns, complaints, or disagreements about services should first be directed to the classroom teacher. If satisfactory resolution is not achieved, the issue should be presented to the Site Lead Teacher and if still a satisfactory resolution is not achieved you may contact the Program Director, at 633-3130.

We have an Open-door Policy. This means that you are always welcome to call or drop in to see your child at anytime during the class time. This allows you as a parent to observe the class and your child in motion. We encourage communication, so there is an environment that welcomes parents to express the needs and concerns for their child.

The Preschool Program is licensed by the State of California, Department of Social Services, Community Care Licensing. All parents are given LIC 623 Personal Rights and LIC 995, Parents' Rights to complete at the time of enrollment. Parents who believe these rights may have been violated, and not satisfactorily resolved by the classroom teacher and/or Program Director, may contact the Department of Social Services, Community Care Licensing, 520 Cohasset Road, Suite 6, Chico, California, (530) 895-5033. In addition, any information

pertaining to child abuse and/or neglect must be relayed to a child protective agency. This agency may be the police, sheriff, probation, or welfare department.

### **FRAUD POLICY**

California Department of Education requires the WSD Child Development Programs (WSD-CDP) inform all families receiving subsidized preschool that if family services are obtained by providing fraudulent or incomplete information regarding income will lead to grounds for termination.

### **APPEAL RIGHTS**

In the event of a termination of services, every family has the right to an appeal process. The appeal process will follow the steps as stated on the reverse side of the Notice of Action.

### **BOARD MEETINGS**

The WSD Board meetings are the third Thursday evening of each month (with a few exceptions each year). The meetings are open to the public. Call the Wheatland School District Office at 633-3130 to confirm time and location.

This program is funded by the State Department of Education, Child Development Division and parent fees.