

POWAY UNIFIED SCHOOL DISTRICT



STATE PRESCHOOL PARENT HANDBOOK



EDUCATION PROGRAM

Poway Unified School District's (PUSD's) State Preschool program is developmentally, linguistically and culturally appropriate. It is inclusive of children with special needs. It encourages respect for the feelings and rights of others. It supports children's social and emotional development and provides for the development of each child's cognitive and language skills. The program promotes each child's physical development by providing indoor and outdoor space, equipment, materials, and guidelines for active play and movement. It promotes and maintains practices that are healthy and safe.

Just like Transitional Kindergarten/Kindergarten through 12th grades, preschool has Learning Standards for Social Emotional Development, Physical Development, Reading/Writing Readiness, Listening/Speaking, Mathematics, Science, History/Social Sciences, and Technology. The Standards are on the PUSD website for your review:

<http://powayusd.com/preschool>

In addition to the standards, the State Desired Results goals for children and families include:

- Children are personally and socially competent.
- Children are effective learners.
- Children show physical and motor competence.
- Children are safe and healthy.
- Families support their child's learning and development.

LICENSING

PUSD's State preschool program is licensed by the State Department of Social Services/Community Care Licensing. These regulations (Title 5 & 22) establish health and safety standards for child care centers. A licensing analyst has the authority to inspect the facility and interview children in care. The findings of each visit are posted on the parent bulletin board or a copy can be requested from the teacher.

For the safety of your child, PUSD follows the Department of Social Services, Community Care Licensing and PUSD regulations that require staff members to complete a rigorous background screening, which includes screening for criminal records. All staff members are required to obtain a health screening and T.B. test clearance.

We pride ourselves on maintaining low teacher/child ratios, which allow more opportunities to provide individual attention to each child.

The ratio for PUSD is 1 Adult - 8 Preschool children.

PARENT INVOLVEMENT AND EDUCATION

There is an orientation for parents that includes topics such as program philosophy, program goals and objectives and program activities. There are at least two (2) individual conferences with each child's parent(s) per year. During these conferences staff and parents share information concerning children's progress.

Parent participation is recommended **2 days per month**. Parents complete the PUSD volunteer application, submit immunization records for TDaP, MMR and Flu shot, provide TB testing results, agree to Megan's Law Background Check, and sign the Volunteer Code of Conduct. The preschool has an open door policy that encourages parents to participate in daily activities. Siblings are never allowed to accompany adults on their day to participate. Regular parent meetings and parent education opportunities are scheduled.

PROGRAM EVALUATION

PUSD's State Preschool program is funded by the California Department of Education which requires an annual evaluation of child care and development services called the Desired Results Developmental Profile (DRDP). Developed by the California Department of Education, the DRDP documents the progress made by children and families and serves to increase program quality standards. The Desired Results system uses the following three tools to evaluate the program annually and to plan and conduct age and developmentally appropriate activities:

1. The Desired Results Development Profile (DRDP) is completed twice a year (within 60 days of enrollment and every six months thereafter) and assesses the developmental progress of each child.
2. The Desired Results Parent Survey is completed twice per year, giving the program access to information about parents and their level of satisfaction.
3. The Environment Rating Scale measures the implementation of program quality standards once a year.

HEALTH AND SOCIAL SERVICE

The preschool helps identify the needs of children and families for health or social services; refers children and/or families to appropriate agencies in the community based on the health or social service needs; and conducts follow-up procedures with the parent to ensure that the needs have been met.

PUSD Resource Nurses advise and support the preschools. They monitor health and physician-ordered care. They provide staff development in medication administration and work with parents to develop specialized health care plans. All preschool staff members have First Aid, CPR, and AED certifications. PUSD's Caring Connection Center is available to provide counseling support and referrals for families.

COMMUNITY INVOLVEMENT

Preschools solicit support from and partner with community services, agencies, businesses, and individuals in order to benefit enrolled children and families. Preschools provide information to the community regarding the services available. Parents will be invited to the PUSD Parent Advisory Council.

NUTRITION

The preschool program includes a nutrition component that ensures that children are served one free meal per class for 3 hour classes and two free meals for 6 hour classes. The meals are culturally and developmentally appropriate and shall meet the nutritional requirements specified by the National School Nutrition program.

Preschools partner with PUSD's Food & Nutrition program which provides nutritionally balanced meals. Parents complete applications for free/reduced priced meals. Nutrition education is a component of the preschool.

STAFF DEVELOPMENT

PUSD is committed to quality early childhood education. All staff members hold or are eligible for appropriate credentials/permits required by the State Office of Education. We support continuous staff growth by providing professional development opportunities to enhance their growth. Our staff members are evaluated annually. We have internal communication systems that include email and phone to provide staff with information necessary to carry out their respective duties.

ELIGIBILITY & ADMISSIONS POLICIES

Each school enrolls resident children first, then fills vacancies from waiting lists from other sites. Preference is given to 4 year old children (and others who would enter Transitional Kindergarten/Kindergarten in the following school year).

Eligibility

Pre-Kindergarten children (ages 3 to 4 at the time of enrollment) are eligible for the program.

Eligibility Priorities

Except for children with exceptional needs, and with referrals from Child Protective Services and other sources, the family's adjusted monthly income at the time of enrollment cannot exceed the income ceilings established by the California Department of Education.

Eligible 4 year old children (who will have their 4th birthday on or before September 1) from families with lowest adjusted monthly income.

Eligible 3 year old children (who will have their 3rd birthday on or before September 1) from families with the lowest adjusted monthly income.

If income is the same, the following priorities will be utilized:

- Children identified as limited-English proficient;
- Children with Individualized Education Plans (IEPs);
- Children whose special circumstances may diminish their opportunities for normal development;
- Children not otherwise eligible for participation (maximum 10%).

DUE PROCESS PROCEDURES (Notice of Action, Application for Services)

A written decision to approve or deny services is communicated within thirty (30) calendar days of the date the application is signed by the parent(s).

Notice of Action, Recipient of Services

Parents will receive written notice (at least 14 calendar days before the effective date of the intended action) if existing services to the family will be altered.

Parent Request for a Hearing

Parents have 14 calendar days from the receipt of the Notice of Action to file a request for hearing if the parent disagrees with an action. This hearing request shall cause the action to be suspended until the review process is completed.

ATTENDANCE REQUIREMENTS

Children enrolled in state-funded preschool attend three hours per day, Monday through Friday. Children enrolled in a state-funded/Head Start collaborative class attend six hours per day, Monday, Tuesday, Thursday and Friday; 3 hours on Wednesday mornings.

Attendance Verification

Daily sign-in/sign-out sheets document attendance. Parents' full signatures, including times of arrival and departure, must be included.

Any absence for illness longer than five (5) days will require a note from the student's doctor before readmission to the classroom.

REPORTING ABSENCES

Excused absences

- Illness or quarantine of enrolled child
- Illness or quarantine of parent or sibling
- Funeral of an immediate family member (Parent, Guardian, Sibling, Grandparent, Aunt, Uncle)
- Court-ordered visitations (court order must be on file)

Best Interest Days (BID) - 10 per year

- Family emergency
- Transportation problems, weather conditions
- Vacation or Family Reunion
- Religious activities

Unexcused Absences

- Child did not feel like coming to school
- Woke up late (parent or child)

Child can be terminated from the preschool class after five (5) unexcused absences.

TERMS AND CONDITIONS

PUSD's State Preschool program and classes are subject to availability at a particular school. The District has the right to discontinue these services at its discretion or if funding is discontinued. If the services are not available or are discontinued at a particular school, the program may be available at another site.

LATE PICK-UPS: A late pick-up fee will be assessed when a child is left beyond the preschool's operating hours. The late pick-up fee does not constitute an agreement for the pre-school to provide after hours service, nor will the late fee be applied toward monthly fees. Chronic lateness at closing time may be grounds for termination of enrollment. Late pick-up fees will be charged as follows:

- 00 to 10 minutes late, the late pickup fee is \$1.00 per minute.
- 11 to 30 minutes late, the late pickup fee is \$30.
- 31 to 60 minutes late, the late pickup fee is \$60.

If the parent or other authorized person fails to pick up the child and/or contact the preschool, and if no one can be reached within sixty minutes after closing time, preschool and/or school personnel may release the child to the custody of Child Protective Services or other legal authorities.

WITHDRAWAL FROM PROGRAM: Parents are requested to provide a two-week written notice of withdrawal from the program.

RE-ENTRY ADMISSION: When child is withdrawn, she/he will be eligible for re-admission based upon space availability and all other enrollment eligibility criteria.

ABSENCES: Parents must inform the preschool teacher within 5 days about the reason for the absence.

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION: Circumstances that may require preschool to close or that may disrupt service include but are not limited to inclement weather, natural or national disaster, or imminent major health or safety hazard as determined by the County Health Department or law enforcement agencies. Parents will be notified should severe weather or any other conditions prevent the preschool from opening. If it becomes necessary to close early on any day, parents will be responsible for arranging their child's early pick-up.

HOLIDAYS: Preschools are closed on Federal and State holidays, District recesses and other scheduled days for employee professional development and training. The schedule may be changed if necessary at any time. Calendars will be posted and distributed each year.

Our State Preschool sites are:

Los Penasquitos Elementary
14125 Cuca St., San Diego
858 672-3600

Pomerado Elementary
12321 Ninth St., Poway
858-486-9170

Rolling Hills Elementary
15255 Penasquitos Dr., San Diego
858 672-3400

Sundance Elementary
8944 Twin Trails Dr., San Diego
858 538-0355

Valley Elementary
1300 Bowron Rd., Poway
858-679-8847

Del Norte High School
16601 Nighthawk Lane, San Diego
858 487-0877

State Preschools do not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability in determining which children are served.

State Preschools welcome the enrollment of children with disabilities. Reasonable accommodations are made for those children using requirements specified by the Americans with Disabilities Act (ADA).

State Preschools refrain from religious instruction or worship.

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