



**West Contra Costa Unified School District
Early Learning Department
State Preschool Program**

State Preschool Parent Handbook



State Preschool Address:

1108 Bissell Avenue, Suite 128
Richmond, California 94801
Telephone: (510) 307-4585
Email: preschool@wccusd.net

Mailing address: 1108 Bissell Ave, Suite 128, Richmond, CA 94801
ATTENTION: Early Learning /State Preschool Program

***“Teaching children to count is fine,
but teaching them what counts is best.”
Bob Talbert***

PRESCHOOL CLASSROOM HOURS & LOCATIONS

SCHOOL	ADDRESS & ROOM #	SESSION	TIME	TELEPHONE
BAYVIEW	3001 – 16 th Street - Room #M4 San Pablo, CA 94806	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1401 Ext. 22004
CHAVEZ	960 17 th Street - Room #8 Richmond, CA 94801	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1418 Ext. 23818
CORONADO (inactive)	2100 Maine Street – Room #K102 Richmond, CA 94801	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1419 Ext. 23924
DOVER	1871 21 st Street- Room #9 San Pablo, CA 94806	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1420 Ext. 24067
DOWNER	1231 18 TH Street -Room #126 San Pablo, CA 94806	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1435 Ext. 74576
FORD	2711 Maricopa Ave. - Room #137 Richmond, CA 94804	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1421 Ext. 26937
GRANT (inactive)	2400 Downer Ave.- Room #43 Richmond, CA 94804	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1422 Ext. 24229
KING	4022 Florida Ave.- Room #114 Richmond, CA 94804	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1403 Ext. 22134
LINCOLN	29-6 th Street, Room #119 Richmond, CA 94801	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1404 Ext. 22219
MONTALVIN	300 Christine Dr.- Room #125 San Pablo, CA 94806	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1405 Ext. 74579
MURPHY	4350 Valley View Rd.- Room #39 Richmond, CA 94803	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1427 Ext. 24739
NYSTROM (inactive)	230 Harbour Way South Rm C102 Richmond, CA 94804	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1406 Ext. 22732
PERES (inactive)	719 5 th Street- Room # H30 Richmond, CA 94801	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1407 Ext. 22848
RIVERSIDE	1300 Amador St.- Room # 6 San Pablo, CA 94806	AM session hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1570 Ext. 11570
WASHINGTON	565 Wine St.- Room Preschool Richmond, CA 94801	AM session Hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1417 Ext. 11580
OBAMA (inactive)	629 42 nd Street, Room #K03 Richmond, CA 94804	AM session Hours: PM Session Hours:	8:15-11:15 12:00-3:00	510-231-1456 Ext. 27827

ADDITIONAL CLASSROOM INFORMATION

1. All AM Classes: Pre-Kindergarten 4 - 5 year old
2. PM Classes: Combination Preschool 3 - 4 year old

**WEST CONTRA COSTA
UNIFIED SCHOOL DISTRICT**

**Early Learning
State Preschool Program**

Governing Board

Demetrio Gonzalez, President
Jamela Smith-Folds, Clerk
Mister Phillips, Member
Otheree Christian, Member
Leslie Reckler, Member

Superintendent

Dr. Kenneth Hurst

Program Coordinator

Lanre Ajayi M.Ed.

Project Assistant

Dr. Peter Aloo

Early Learning Office Supervisor

Demi Branch

Health Aide

Jeny Aguirre

Bilingual Typist Clerks

Maria Guerra
Rosa Alba

Classroom Support Staff

Doris Hernandez, Graduate Tutor
Yolanda Lopez, Graduate Tutor
Anna Wirsig, Sub Teacher &
Support

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**West Contra Costa Unified School District
Early Learning Department
State Preschool Program**

Welcome!

Dear Parents,

The WCCUSD State Preschool handbook is an informational guide to the program. It is important to keep this handbook with copies of your enrollment documents so that you can reflect back on them. All documents contain important information and reminders about the program.

WCCUSD State Preschool Program will offer opportunities for children to develop skills in the following areas; critical thinking, problem solving, reading, writing, and math. Your children will receive a rich integrated program that is designed to meet the needs of our 3, 4 and 5 year old students. Our ultimate goal is to ensure the safety of your children and to provide them with foundational skills for future success in college, career and life.

Have a wonderful school year.

*Sincerely,
Lanre Ajayi, M.Ed.
Early Learning Coordinator*

MISSION STATEMENT

The West Contra Costa State Preschool Program is committed to providing a rich learning experience for each child in preparation for early success in school.

VISION STATEMENT

Guided by high expectations, our preschool staff will provide students with a wide range of educational opportunities that will increase student success rates. The WCCUSD State Preschool Program will promote the development of students building

literacy, math, goal setting, and critical thinking skills. In addition, our program provides learning experiences that will enrich each child's social emotional, physical, and creative abilities.

All students will be provided with a classroom environment that supports development of:

- ♥ a safe, nurturing educational experience;
- ♥ critical thinking skills;
- ♥ cultivating a love of learning and building problem solving skills;
- ♥ an appreciation for cultural differences and;
- ♥ to enter Transitional Kindergarten or Kindergarten with the necessary skills to promote lifelong learning.

PHILOSOPHY

The philosophy of the WCCUSD State Preschool program is to provide and promote experiences that meet individual needs of all children.

PROGRAM GOALS

Children are encouraged to participate in variety of activities to prepare them:

- To be personally and socially competent
- To be effective learners
- To become critical thinkers
- To demonstrate physical and motor competence
- To be safe and healthy

PROGRAM INFORMATION

AGES SERVED

We provide service to young children ages 3-5 that reside within the West Contra Costa Unified School District boundaries.

CDE Policy (Effective July 1, 2014):

“Four-year-old children” are children who will have their fourth birthday **on or before September 1st** of the fiscal year they are being served.

CDE Policy (Effective July 1, 2019):

“Three-year-old children” are children who will have their third birthday **on or before December 1st** of the fiscal year they are being served.

DAYS AND HOURS OF OPERATION

Our preschool classrooms programs are open Monday thru Friday, except school district holidays. Each school has specific hours;

- Part Day AM Session 8:15-11:15
PM Session 12:00-3:00

August 16, 2023 – June 6, 2024

HOLIDAYS / NO SCHOOL

Preschool classrooms are closed for the following holidays:

- September 4, 2023 Labor Day
- September 7, 2023 Back to School Night
- November 1, 2023 No School
- November 10, 2023 Veterans Day
- November 17-24, 2023 Thanksgiving Holiday Recess
- December 15 – January 2, 2024 Winter Recess
- January 15, 2024 Martin Luther King
- February 19-23, 2024 Presidents' Week Recess
- March 29, 2024 Recess
- April 1-5, 2024 Spring Recess
- May 24, 2024 Recess
- May 27, 2024 Memorial Day

RELIGIOUS INSTRUCTION STATEMENT

The WCCUSD State Preschool Program refrains from religious instruction and worship.

HOW TO QUALIFY FOR THE STATE PRESCHOOL PROGRAM ELIGIBILITY & ENROLLMENT

AGE

Children age three and four are eligible for enrollment. **State guidelines mandate children who are kindergarten age will not be**

admitted into this program even if the parents choose not to enroll them in Kindergarten.

INCOME

The program serves low-income families who live within the West Contra Costa Unified School District boundaries. Incomes must be at or below the income guidelines approved for by the State of California. Incomes must be verified by documents provided by the employer.

ELIGIBILITY CRITERIA

Eligibility is established by the following:

1. Family is a cash aid recipient
2. Family is income eligible
3. Experiencing homelessness
4. Family has a child who is at risk of abuse, neglect, or exploitation, or receiving child protective services through the county welfare department

After all otherwise eligible families have been enrolled, a part-day CSPP may enroll:

5. Children from families whose income is no more than 15% above the eligibility income threshold. Children from families enrolled under this exception may not exceed ten percent of the participating CSPP's total contract enrollment.
6. Children with exceptional needs as defined in EC Section 8205, whose family income is above the income eligibility threshold. Children enrolled pursuant to this subsection, shall not count towards the ten percent limitation.
7. After all children have been enrolled pursuant to the above subdivisions, part-day CSPP sites operating within the attendance boundaries of a qualified FRPM school may enroll CSPP four-year-old children whose families reside within the attendance boundary of a qualified FRPM school without

establishing eligibility.

- Effective July 2, 2017, in accordance with Education Code-EC section 8263(h) and 8263.1, once a family establishes eligibility at initial certification a family shall be considered to meet all eligibility and need requirements. **Eligibility has been increased to 24-month eligibility.** (The California Education Code [EC] Section 8208[b])

HOW FAMILIES ARE SELECTED

Based on priority, income and need

ADMISSION PRIORITIES

1. First priority: Families whose age eligible children are receiving child protective services or families whose age eligible children are at risk of being abused, neglected, or exploited. Within this priority, children receiving protective service through the local county welfare department shall be admitted first.
2. Second priority: All eligible four-year-old children shall be admitted before CSPP eligible three-year-old children in accordance with family income ranking, with the lowest income ranks being admitted first.
3. Students who are living within West Contra Costa Unified School District.

WAIT LIST

A wait list is established when all classes are full, or when a parent request a certain school site that is full in accordance with the admission priorities. Vacancies will be filled by contacting applicants in order of priority from the waiting list.

Parents who are non-responsive to the wait list will be removed and the next family will be notified. **All openings must be filled immediately.**

FAMILY SIZE

Based on priority, income and need parents must provide supporting documentation regarding the number of children and parents in the family. Supporting documentation for the number of children shall be at least one of the following:

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

When only one parent has signed the application for service and the information provided indicates the child in the family has another parent whose name does not appear on the application, then the presence or absence of that parent shall be documented. By signing under penalty of perjury that they are a "self-certifying single parent status" in Section 1 of the Application for Child Development Services and Certification of Eligibility form CD 9600.

HEALTH & SAFETY

HEALTH REQUIREMENTS

1. Each **child must have a current physical exam and a TB test/screening with results** on file before he/she is admitted.
2. Children are required to have completed the following immunizations or are in process prior to being accepted into the program.
3. 3 – Polio, 4 – DTP, 1 – MMR, 1 – HIB, 3 – Hepatitis B, and 1 – Varicella
4. It is important that you inform us of any allergies that your child might have. We will do our best to see that your child is not exposed

to anything that might cause him or her harm. Safety is our program priority.

5. If your child requires a special diet, we will ask you to provide documentation.
6. It is mandated by the program that we are notified of all your child's special needs in order to provide adequate services and early interventions e.g. IEPs, 504 or health needs
7. All families are expected to abide by agency policies, procedures, and requirements. Do not bring your child into the classroom with visible sign of illness. It is a preschool policy to refuse admission of a child who is visibly ill.

MEDICATION ADMINISTRATION

We do administer prescribed medications during the child's hours of attendance. Each medication must be in the **original prescription bottle**.

Medication includes, but is not limited to, antibiotics, ointments, eye drops, eardrops, and prescription vitamins.

Please Note: Teachers do not administer Tylenol or any other over the counter medications.

Medication Administration Form

It is best to pick up a Medication Administration Form from the school or preschool office and take it with you when you are going to the doctor. Your child cannot receive any prescribed medication at school without the completed form on file.

PRESCHOOL DAILY HEALTH CHECKS

State Preschool Program requires daily health checks for each child. Children are checked when greeted by a designated adult. If there is doubt about the child's health, due to indications such as; sluggishness, deep coughing, rash, fever, runny nose, head lice, diarrhea, or other signs of illness, the teacher has the right to ask parents

about the child's health. If students become exposed to any contagious illness, a notice will be distributed to all parents.

If your child becomes ill while at school, the child will be isolated to prevent transmission of the illness to other children and the parent will be contacted so that the child can be taken home or to the doctor.

If the child is sent home with signs of illness, the child cannot return to class for 24 hours after symptoms disappear. You may be required to submit a doctor's note after the child has been ill for five (5) or more days. *All contagious, quarantine, and serious illnesses must be cleared by a physician's note to return to the preschool program.*

INJURIES

All children occasionally fall and bump into each other, or get hurt. We provide first aid for minor injuries. Each room has an accident log posted where we record minor injuries such as scrapes, and skinned knees.

For more serious injuries, such as bumps or cuts, we have Unusual Incident Report forms. Most childhood injuries are not serious, but in the event that your child is seriously injured we will notify you immediately. Should your child require medical attention, we will notify you.

EMERGENCY CARDS

Parents and guardians are required to keep emergency cards up to date. If we cannot reach you by telephone, we will call those persons listed on your child's emergency card. Parents are required to notify the program of any changes within 5 days of the change.

PROGRAM OBJECTIVES

PARENT TEACHER CONFERENCE INFORMATION

WCCUSD offers two parent teacher conferences per-school year: Fall 2023 and Spring 2024.

Informal meetings with parents are encouraged and welcomed.

DAILY ROUTINES

The daily classroom routine includes circle time activities, individual activities, physical activity, small, whole group instruction and free choice time.

DAILY SCHEDULE FOR AM SESSION

8:15-8:25	Transition	Sign In/Hand washing
8:25-8:45	Breakfast	<ul style="list-style-type: none"> • Adults sit at the table and have conversation with students
8:45-9:05	Circle Time	<ul style="list-style-type: none"> • Community Building • Social Skills • Calendar • Weather • Shared Reading • Alphabets • Helpers • Interactive Read Aloud
9:05-9:10	Transition	<ul style="list-style-type: none"> • Oral Games • Movement • Songs
9:10-10:10	Center Time/Free Choice	<ul style="list-style-type: none"> • Blocks • Literacy/Library • Puzzles • Science • Math • Art • Music
10:10-10:40	Outdoor Play/PE	<ul style="list-style-type: none"> • Structured Games • Books • Play
10:40-10:45	Transition	<ul style="list-style-type: none"> • Songs • Hand washing
10:45-11:05	Lunch	<ul style="list-style-type: none"> • Adult sit at the table and have conversation with students • Hand washing
11:05-11:15	Reading/Writing	<ul style="list-style-type: none"> • Read Aloud • Clean Up/Dismissal

DAILY SCHEDULE FOR PM SESSION

12:00-12:15	Transition	Sign In/Hand washing
12:15-12:55	Lunch	<ul style="list-style-type: none"> • Adults sit at the table and have conversation with students
12:55-1:15	Circle Time	<ul style="list-style-type: none"> • Community Building • Social Skills • Calendar • Weather • Shared Reading • Alphabets • Helpers • Interactive Read Aloud
1:15-1:20	Transition	<ul style="list-style-type: none"> • Oral Games • Movement • Songs
1:20-2:20	Center Time/Free Choice	<ul style="list-style-type: none"> • Blocks • Literacy/Library • Puzzles • Science • Math • Art

		<ul style="list-style-type: none"> • Music
2:20-2:50	Outdoor Play/PE	<ul style="list-style-type: none"> • Structured Games • Books • Play
2:50-2:55	Transition	<ul style="list-style-type: none"> • Songs • Hand washing
2:55-3:00	Reading/Writing	<ul style="list-style-type: none"> • Read Aloud • Clean Up/Dismissal

♥ Social Emotional Development
♥ Language and Literacy
♥ Critical Thinking Skills
♥ Mathematics
♥ Equity
♥ Developmentally Appropriate Practice (DAP)
♥ Project Based

STUDENT ASSESSMENTS-DESIRED RESULTS (DRDP)

Desired Results Developmental Profile (DRDP) is the state required observational assessment tool that is implemented in our program. The DRDP is completed for each child who is enrolled in the program for at least 10 hours per week and for any child with exceptional needs. The DRDP is administered in the 1st 60 days of enrollment in the fall and spring of the school year. The assessments are used for instructional planning and intervention.

PARENT QUESTIONNAIRE

Ages & Stages Questionnaires (ASQ) is a set of questionnaires about students' development that is filled out and submitted at the time of enrollment. As a parent/caregiver, you are the best source of information about your students' speech, physical ability, social skills, and problem-solving skills. This enables teaches to provide early intervention as needed.

CORE CURRICULUM

1. CA Preschool Learning Foundations
2. Preschool Curriculum Framework
3. Teacher Created Curriculum
4. My Math-PreK
5. Second Step, social skills curriculum

Curriculum focused on the following strands to support building academic and social emotional skills:

STAFF DEVELOPMENT PROGRAM

WCCUSD Early Learning Department is committed to offering quality early childhood education. We hire qualified staff. All permanent teaching staff members hold the appropriate credential and permit required by the California Department of Education. New employees are provided an orientation to help them understand agency policies and procedures.

We support continuous staff growth by assessing the needs of staff and providing professional development activities to enhance their growth. Their school site principals evaluate our staff members.

We have internal communication mechanisms, which include, phone, lead teacher coaches, and monthly packets for staff with information necessary to carry out their respective duties. We conduct Academic Conferences with teachers twice a year to discuss student needs.

PROGRAM SELF EVALUATION

The state requires that all state preschool programs complete the self-evaluation process. This is an opportunity where teachers, parents, Board Members and other staff members review data collected and make instructional decisions based upon the findings. Programs are

measured according to the following areas:

- ♥ Environment Rating Scale (ECERS): Classes are rated and reviewed in the spring. Summaries are used to improve the program environment.
- ♥ Desired Results: Observational assessment system that is completed at the beginning fall and in spring of each school year (twice a year). The results are shared in parent conferences.
- ♥ Parent Survey: Parent surveys are completed each school year to provide feedback from our parents. Information from the parent survey is shared with the PAC.

Information from all three documents is summarized into a department summary for reviewing areas of strength, challenges, and expectations. Teachers review data and complete action plans, department summary report is completed based upon the findings, and submitted to the California State Department of Early Education & Support Division Guidelines approved for by the State of California.

PARENT INVOLVEMENT & EDUCATION CLASSES

PARENT ADVISORY COMMITTEE

We encourage parents to join the Preschool Parent Advisory Committee (PAC). The PAC is a way for parents to provide input on new policies, projects and materials that impact students and their families. Full Day parent participation is not mandatory, but encouraged. To provide needed input for what they would like to see in the program.

FUNDRAISING

No fundraising is required for this program.

PARENT WORKSHOPS

Parent workshops are provided for families focusing on children building

academic skills through hands on experiences. Parents will be provided tools that will assist them with helping their children discover, create and design projects as well as improve their foundational skills.

PARENT VOLUNTEERS

Parent Volunteers are always welcome in the State Preschool classrooms. In compliance with California Department of Education every volunteer must have immunization (influenza, pertussis and measles) on file in the Early Learning Department office.

SOCIAL/COMMUNITY SERVICE POLICY

Our program has created an Early Learning Student review process. Families are referred for appropriate, referrals, health and social services when needed. Our Early learning Community Worker provides assistance with referring families to community services.

NUTRITION INFORMATION, FOOD, & CELEBRATION POLICY

Your child will be served a nutritious breakfast (Full Day) lunch and snack (Part Day) while attending school. School meals are served with consideration of food allergies and food intolerances. The meals are prepared at the central kitchen and menus are distributed and posted monthly in each classroom. Students receive lunches and a snack in a small group setting every day. The children help set the table, serve themselves, clean up spills and scrape their dishes. This helps them develop personal responsibility. Teachers eat with children and model appropriate behavior. During mealtime children learn about food and healthy eating habits as well as socialization, self-sufficiency, and manners through thoughtful discussions with classroom staff members.

NUT-FREE ZONE

Each Preschool Classroom is designated a Peanut-Free Zone. State Preschool Program does not serve foods that contain nuts of any kind due to the increasing health risk of peanut allergies in young children. Peanuts are currently the leading food-related cause of severe life-threatening allergic reactions.

FOOD POLICY

State Preschool policy states that meal served at school sites shall include choices that meet U.S. Dietary Guidelines. Food provided through food assistance programs must reflect the current standards of good nutrition. Sweets (cakes, cookies, candy) are to be avoided and healthy snacks are to be provided. Parents will not be asked by staff to contribute money or food for special events.



CELEBRATION POLICY

Parties are **not** allowed in the classroom. Please discuss other options with your student's teacher.

PROGRAM POLICIES

All families are expected to abide by agency policies, procedures, and requirements.

ABSENCE POLICY

There are three areas of absences considered in the Preschool Absences Policy:

1. Excused Absence (No limit)

- Illness of child or parent illness
- Quarantine of child or parent
- Family emergency (*such as unexpected, unforeseen situations*)
 1. *Sudden illness/death in the family*
 2. *Funeral*
 3. *Car accident*
 4. *Transportation issues (flat tire; chronic issues will not allowed)*

5. Sibling illness

- Court ordered visitation with absent parent of enrolled child (court order must be on file). If applicable, please provide the program with all child support court order and child custody arrangements.

2. Best Interest of the Child (BID)

Best Interest Days are limited to ten (10) days per school year (August 16-June 6).

Examples below:

1. Vacation (request in writing)
2. Out of town
3. Religious holiday, observation or ceremony
4. Quality time with family member
5. Occasional special event
6. Child's birthday, and
7. Personal or family business

A child will be dis-enrolled from the program if he/she exceeds the allowed days in the fiscal year (August 16 - June 6):

- Exceeds the allowed days beyond stated limited
- Absences exceeding 10 "Best Interest of Child" day limit
- Family Emergency limit
- Abandoned Care (5 CCR 17819.5)

When the family has not been in communication with the provider for seven (7) consecutive calendar days and has not notified the provider of the reason the family is not using services, the provider, if not the contractor, shall promptly notify the contractor. The contractor shall issue a notice of action to disenroll the family on the basis of abandonment of care when there has been no communication with the provider or the contractor for a total of 30 consecutive calendar days.

Parents or guardians must call to verify

the child's absence each day the child is absent before the start of the session 8:00 a.m. – 4:00 Monday-Friday to Maria Guerra @ 510.307.4585 ext. 26103.

ATTENDANCE: SIGN-IN AND OUT PROCEDURES

- Children must be signed in and out by parent, guardian, caretaker, or a responsible adult who has been designated in advance by the parent
- Person signing must be 18 years old and over with proper identification. Teenagers 17 (enrolled in high school) and under cannot sign children in or out under any circumstances.
- Under no circumstances should you send your child to class alone.
- A full signature are required to have a date and time.
- A full signatures which includes first and last name is required on the daily sign in/out sheet.
- Upon returning from an absence, the parent must state the reason for the absence on the sign-in/sign-out sign sheets. Submission of a doctor's note is needed if student has been absent 5 or more days. If you are not able to obtain a doctor's note, please submit a signed note from the parent.

LATE PICK UP POLICY

- In an emergency, parents are to phone the teacher, school office, and Early Learning Department immediately (*Daily or weekly emergencies are not permitted and may become excessive*).
- In cases when the parent is late and the Early Learning Department has to call the local police department, your child may be turned over to Child Protective Services (CPS) after 30 minutes.

1. First Time: White Warning Notice

- Teachers will give parent(s) a copy of the late pick up policy. The community worker will contact parents, and review the late pick up policy with each parent. Parents will receive a white warning notice.

2. Second Time: Yellow Notice

- Parent(s) will be required to attend a meeting with the Program Coordinator and/or Early Learning Community Worker to review late pick up policy. The parent and coordinator will discuss a solution to the problem. At this point, the child will be monitored for fourteen (14) days.

3. Third Time: Red Notice

Parents are required to attend a meeting with the Program Coordinator to discuss needs and/or resources.

CHILD RELEASE POLICY

The safety of the children is the priority for all the State Preschool staff; therefore, the following policy must be enforced at all times:

- All parents are required to complete emergency forms during the enrollment process. Emergency forms with the names and telephone numbers of four persons authorized to pick up the child will be kept in the child's file. Emergency forms must be updated at least every 4 months or anytime information changes.
- Children are not permitted to leave the center unless accompanied by a preauthorized adult. **Parents may not give verbal authorization over the phone for pick-up of children.**
- Photo identification will be required of all newly authorized individuals, authorized individuals listed on emergency cards, or individuals not recognized by staff prior to release of the child. Under no

circumstances will a child be released to an unauthorized person.

- If the State Preschool personnel are not familiar with pick-up or drop off person the child will not be released.
- Staff will not release children if the person picking up or dropping off the child smells of alcohol or if staff has reason to believe the person is under the influence of any other foreign substance.
- Staff will not release children to the person picking up or dropping off the child if there is a court ordered restraining order on file against the person.
- Children will not be forced to leave the center with someone they are not familiar with.

DISCIPLINE POLICY & PROCEDURES

1. Parent / Teacher Contact

Preschool children are in the process of learning appropriate social behaviors. It is important for everyone to understand that their behavioral skills are still in a formative stage. Our parents will be contacted when their child's behavior is excessive, or out of the range of normal 3, 4 and 5 year old behavior (such as biting, or some specific dangerous bodily harm to another child or self).

2. Discipline

The District's student discipline processes are in strict compliance with Education Code Sections 48900 through 48918.6. Parents/Guardians should refer to Board Policies 5144 and 5144.1 and Administrative Regulations 5144, 5144.1 and 5144.2 for a comprehensive review of the District's practices and procedures regarding student discipline. Steps for dismissal are indicated below. In a situation where a child is posing a physical threat to children, or where a child is behaving uncontrollably, the parent(s)

may be required to do one of the following:

- Attend school with your child
- A parent meeting
- Early Learning Department SST is mandatory in order to accomplish an agreed upon action plan to modify the child's behavior.

FIELD TRIP POLICY

During the year State Preschool teachers plans various ways to enhance children's learning experiences. Field trips are either within safe walking distance of the center, virtual or an arranged by site administrator bussed field trip. Part Day volunteers and parents may not bring other children with them on the trip. Accommodations will be made for children unable to participate in the field trip at the school site. All field trip Part Day parents and volunteers must have a district volunteer badge and immunizations.

NON-DISCRIMINATION POLICY & EQUAL ACCESS

The State Preschool Program prohibits discrimination or harassment in all its programs and activities on the basis of gender, race, color, ancestry, religious creed, sexual orientation, national origin, mental, or physical disability, medical condition (including HIV), age, marital status, ethnic group identification, or political beliefs can provide the reasonable accommodations. We pledge that the treatment of our clients and employees will be free from such discrimination or harassment.

West Contra Costa Unified School District State Preschool Program operates its programs in accordance with the American Disabilities Act. WCCUSD 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.

OPEN DOOR POLICY STATEMENT

All parents are invited to become active members of our preschool school learning community. Parents are welcome to volunteer, work on special projects, join school parent committees, and participate in the preschool parent classes. Parents are expected to participate in at in fall and spring parent teacher conferences.

FAMILY RELEASE POLICY

Family preschool services may be released for any of the following reasons:

1. Violation of the Late Pick-Up Policies (conclusion of session).
2. Verbal or physical abuse of any child, staff, classroom pet, school property or other parent by the enrolled family or its designee.
3. Failure to keep immunizations current.
4. Failure of parent(s) or guardian(s) to follow rules of the program.
5. Providing false information used to determine eligibility.
6. Failure of the child to adjust to a group experience.
7. Making a false material statement by a parent or guardian on any document on file, in connection with enrollment and recertification.
8. Failure of a parent or guardian to cooperate with the program personnel, which interrupts the smooth and efficient operation of the program.
9. Failure of the parent or guardian to respond promptly, when requested, to pick up the child when called because of the child's illness.
10. Failure to adhere to the Family Fee Policy.
11. Failure to notify staff on any change of address, phone number or emergency contact.
12. Failure of the parent to comply with the policies and procedures as

stated in the parent handbook and other agreement documents.

13. Any action from parents or other adults that puts the safety of children and/or staff at risk may cause for immediate release.
14. Services will be offered with the understanding that the aggressive or abusive actions of a parent towards any staff members, parent, or another child, an alternative amiable person will be designated by the parent to drop off and pick up their child.

If the family is dis-enrolled of services occurs, the State Preschool Program staff will work with the parent to recommend resources for alternative placement.

PARENT CONCERNS POLICY:

Parents who are not happy with services provided by the West Contra Costa Unified School District State Preschool need to follow the procedure outlined below. At any time during the process, if a parent is not satisfied, they are to contact the State Preschool Coordinator.

1. Discuss your concern with the classroom teacher, asking her specifically what he/she plans to do to resolve the situation.
2. If no changes have occurred, then provide the school site principal with a written statement.
3. If no changes have occurred, then make an appointment to discuss the issue with the Early Learning Programs Coordinator.

CONFIDENTIALITY STUDENT RECORDS

Certification information, recertification information, meal applications, and student files are kept on file for five (5) years. They are not available to anyone outside of this agency except by some government agencies or court order. Should you wish to view and discuss your child's records, we request that you

please make an appointment with the coordinator.

UNIFORM COMPLAINT PROCEDURE

Parents can file a district complaint against any preschool policy or practice. You may submit your grievance at the State Preschool Office. In accordance with 34 Code of Federal Regulations (CFR) section 300.153, and organization or individual may file a signed written complaint with the CDE.

APPEAL PROCESS

If you do not agree with the agency's action as stated in the Notice of action, you may appeal the intended action. Instructions on your appeal rights are described in steps on the reverse side of the Notice of Action (form CD-7617).

CHILD ABUSE REPORTING LAW

In California, certain professionals are required by law to report known or suspected child abuse (California Penal Code 11165-11174). All State Preschool staff member are considered "mandated reporters" of child abuse. The primary intent of the reporting law is to protect the child and to provide help for the family. Mandated reporters must file a report when the victim is a child under the age of 18. The types of abuse or suspected abuse that must be reported include physical abuse, sexual assault, exploitation, willful cruelty, unjustifiable punishment, neglect, unlawful corporal punishment or injury, or mental suffering. Mandated reporters must write a report immediately. A written report must be forwarded within 36 hours to Child Protective Services or to a local law enforcement agency.

CELL PHONES

Please do not use your cell phones while inside the classroom. Children need and deserve your full attention when you arrive at the beginning and end of the day. Children are not encouraged to bring cell phones to school.

PERSONAL EFFECTS

Check with your child's teacher for his/her special request on what to leave at home. All candy, gum, toys, money, balloons and valuable jewelry are to be left at home. Students are not permitted to take classroom toys and materials home. If you find any small toys, puzzle pieces, etc., please return them to your child's classroom.

CHANGES IN ROUTINE

Any special arrangements for the day should be made before the child arrives to the preschool classroom so he/she will not be confused and upset, or have staff telephone the parents during the day. Parents should notify the preschool staff personally and in writing if there are any special changes in the child's routine for the day.

FAMILY CHANGES

We suggest that parents inform the following changes to preschool office clerks; residence address, phone number, emergency contacts information, custody arrangements, restriction orders, any medical awareness, or any other changes that the preschool office and teacher should know about.

WEAPONS

No weapons are to be brought into any preschool classroom. This can include, but is not limited to firearms, pocket knives, scissors, and any other sharp instruments which present a health and safety hazard to children or staff. If any weapons are brought to a classroom, the parent will be notified and asked to pick up the child for that day and arrange a parent teacher conference with the coordinator or principal.

GENERAL RELEASE

All parents are given the option to complete a general release form to authorized your child's name, image, or comments to be used in the school

district publications and educational organizations connected to the district, by the news media, and on the district and/or school website.

CLOTHING

1. Children should be dressed in comfortable play clothing.
2. Play and learning activities involve paint, water, play dough and glue, which often end up on children's clothing.
3. Dress children for easy toileting. Clothes that are simple and washable are most appropriate. Overalls, leotards and belts are difficult to remove and contribute to accidents.
4. Well-fitted, sturdy shoes with flexible soles, such as tennis or running shoes, are best; poorly fitted footwear can cause accidents.
5. No open toe or high heel shoes are allowed.
6. No halter tops
7. No tennis shoes that can be transformed into skates
8. Dress children according to the weather (e.g. jackets, sweaters, sweat-shirts, long sleeves are best during the cold winter days).
9. Mark all clothing with permanent ink or labels; this includes underwear, socks, sweaters, jackets, hats, and mittens. We encourage the children to care for their clothing, and we cannot take the responsibility for unmarked clothing lost in the classroom.
10. Keep at least one set of clothing in your child's cubbies. This will



ensure that your child will have dry clothes in case of getting wet accidentally, through water play or rain. Children must be able to dress themselves.

NOTE: California State Law provides that we have the right to deny access to the preschool to a parent/authorized representative if the behavior of the parent/authorized representative pose a risk to children in our program.

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
EARLY LEARNING DEPARTMENT
STATE PRESCHOOL PROGRAM**



**PARENT HANDBOOK
ACKNOWLEDGMENT**

I, _____ the parent/guardian of
Printed Full Name of Parent/Guardian/Representative

_____, who attends
Printed Full Name of Student Enrolled

_____, acknowledge
Name and Session of School

I have received the West Contra Costa Unified School District Preschool Handbook (Parent Pages).

**State Preschool Program Parent Handbook and
Uniform Complaint Form & Uniform Complaint Procedures**

By signing and returning this acknowledgement, I understand that it is my responsibility to read the State Preschool Programs Parent Handbook in its entirety. If I should have questions, I can contact the Early Learning Department and request a conference.



Signature

Date

Returned to Early Learning/State Preschool Program