

Banning Unified School District

**State Preschool
PARENT
HANDBOOK
2016 - 2017**



Florida Street Discovery Center

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WELCOME

Welcome to the Florida Street Discovery Center (“Discovery Center”). Our preschool program is operated by the Banning Unified School District (BUSD) and funded partially by a grant through the California Department of Education (CDE). We are very proud of providing this program and services to eligible three and four year old children who live or parents work in Banning.

The full day State Preschool is open from 8:45 AM to 3:15 PM throughout the school year. Holidays are based on the BUSD school calendar. Our program offers an educational component, nutritious breakfast, lunch and snack, and opportunities for parent participation and education. All staff members meet CDE certification requirements and receive ongoing training opportunities. The curriculum is based on CDE adopted Preschool Curriculum Framework which guides teachers in supporting and extending each child’s development and learning in an “active learning” environment.

We wish to familiarize parents and family members with our procedures and practices that are included in this handbook. Please take time to read and keep the handbook handy as a resource. If parents or family members have other questions, please call the Discovery Center Office at (951) 849-2930.

MISSION

It is the mission of the BUSD to help our children discover their possibilities and their own individual learning. The Discovery Center will offer a positive educational environment in which children can reach their full potential and acquire the desire to become life-long learners through quality, early learning experiences.

PHILOSOPHY

The BUSD is committed to providing classrooms and play areas that foster spatial relationships, gross and fine motor skills, and awareness of physical development. Preschool children will explore many opportunities using different types of authentic materials and props to link to their natural environments. Preschool children will increase basic loco motor fundamentals in available outdoor areas. Discovery Center staff members are committed to providing parents opportunities to be involved in the success of their children’s education by having an open door policy. Parents are encouraged to volunteer and participate in learning experiences with their children and parent learning opportunities.

GOALS

- Children are personally, physically, and socially competent.
- Children are effective learners.
- Children show physical and social competence.
- Children are safe and healthy.
- Families support their child’s learning and development.
- Families achieve their goals. [L]
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The Florida Street Discovery Center Staff

GENERAL INFORMATION

DAYS AND HOURS OF OPERATION

Address

Florida Street Discovery Center ("Discovery Center")
671 North Florida Street
Banning, California 92220-5678

Discovery Center Office Hours

8:00 am – 4:00 pm
Monday – Friday

Classroom Hours

8:45 am – 3:15 pm

School Calendar

Full Day Program (246 days): July 5, 2016 – June 30, 2017

School Holidays

July 4: Independence Day September 5: Labor Day November 11: Veteran's Day November 24-25: Thanksgiving Break December 19-January 2: Winter Break	January 16: Martin L. King Jr. Day February 13: Lincoln's Day Observance February 20: Washington's Observance April 14: Good Friday Holiday May 28: Memorial Day
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Contact Phone Numbers

Discover Center Preschool Office (951) 849-2930
BUSD Special Education District Office (951) 922-3170

GENERAL INFORMATION

OPEN DOOR POLICY

Custodial parents are welcome on the campus of their child any day during normal business hours. Upon identification, parents have the right to enter and inspect the classroom without notice to center's staff. Parents will be denied access to the classroom in the event of the following:

- The parent is behaving in a manner, which poses risk to staff or children in the facility; and/or,
- The facility has legal documentation, which prohibits the non-custodial parent contact with child.

RELIGIOUS INSTRUCTION

Please be advised that the Discovery Center State preschool program refrains from religious instruction or worship (Constitution of California, Article XVI, Section 5).

EQUAL ACCESS

Program and activities at the Discovery Center shall be free from discrimination based on sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. We welcome the enrollment of children with disabilities and understand the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children and implement those accommodations. Children who are still in the toilet learning stage shall not be excluded from the preschool program.

NUTRITION

State-approved snacks and/or meals are provided daily free of cost. All meals meet Child Care and Adult Food Program standards. Mealtime is viewed as a learning experience for the children. Each child's participation in the meal service will depend on his/her hours of attendance. Monthly menus will be posted on the Parent Bulletin Board.

Parents need to inform the principal or teacher, about any food allergy that their child may have. Children requiring special diets due to food allergies must have a physician's statement on file. Substitutions for non-medical reasons (such as, vegetarian) will be evaluated at the time of enrollment.

PROGRAM

PROGRAM DESCRIPTION

The Discovery Center is a state-funded full-day educational preschool program. It features a child-centered environment and focuses on meeting the developmental needs of children with positive learning outcomes. The instruction at the Discovery Center is data-driven, developmental, and individualized to ensure success in kindergarten and beyond.

The target number of students per class is 24 and will meet the California State Preschool Program (CSPP) age eligibility requirements. The Discovery Center provides developmentally-age appropriate whole and small group instruction as well as center-based instruction. Special factors will be recognized for those different categories of children (e.g., students with disabilities) who may require special care or services. Staff members will enhance cognitive learning and problem-solving skills through the understanding of increasingly complex communication and language. Providing children with a rich environment, listening and language skills, familiarity with books, and used of state-adopted curriculum will foster literacy skills.

Special Programs & Special Education: Any child with exceptional needs, who is eligible to receive educational and related services, shall receive such instruction or services, both at no cost required by federal and state law. Discovery Center staff members collaborate with the District Student Services Department to help identify and support any child who may qualify for Special Education. The school-site Principal can answer any questions about the Special Education eligibility process.

The Discovery Center provides speech and language services, occupational therapy, and other related services to eligible students with an Individualized Education Program (IEP). If a child is currently receiving services through an IEP, it is important that a parent notifies the Principal. Any IEP documents should be provided upon enrollment.

The Discovery Center also has a school counselor three days a week.

PRESCHOOL ASSESSMENT

It an objective of the Discovery Center that all children are making progress in the domains of cognitive, physical, and social-emotional development. As a state-funded preschool program, the Desired Results system is used as part of the program quality review. The assessment components include: Desired Results Developmental Profile-2015 (DRDP); Early Childhood Environmental Rating Scale (ECERS); and, a Parent Survey.

Desired Results Developmental Profile-2015 (DRDP)

The DRDP is an assessment tool adopted by the CDE to evaluate the development of each child. Children are assessed within 60 days of enrollment and every six months thereafter. This assessment helps staff members to become better acquainted with each child and plan appropriate classroom activities. The DRDP is used as a basis to ensure that each child develops to his/her fullest potential.

Early Childhood Environmental Rating Scale (ECERS)

The ECERS assessment is conducted once a year and is designed to assess the various interactions that occur in a classroom between staff, children, parents, and other adults, as well as among children themselves. In addition, the ECERS assesses the interactions children have with the many materials and activities in the environment, as well as those features such as space, schedule, and materials that support these interactions.

CURRICULUM

All instructional practices are supported by current educational research and best practices to obtain the highest levels of school readiness. The following special curriculum will be utilized:

- a) Houghton Mifflin Preschool SPLASH into Pre-K
- b) McGraw Hill SRA Language for Learning
- c) Scholastic *Big Day for PreK*
- d) Developmental Results Developmental Program (DRDP) Continuum

Big Day for PreK is an integrated curriculum and is organized into eight engaging and child-friendly themes. As the year progresses, the themes in this early-learning program broaden, and children begin to understand more about the world around them. The flexible content allows teachers to incorporate their own effective themes into the classroom. *Big Day for PreK* encourages children to learn, play, and engage with the world around them. Instructional activities are organized into three ways of learning:

- 1) Large group instruction-circle time/story time experiences
- 2) Small group instruction-directed activities that build on curriculum areas
- 3) Learning centers-intentional play, social interactions and exploration

The DRDP continuum guides instruction and acquisition of knowledge, skills, and/or behaviors that reflect each of the following eight domains developmental constructs:

- 1) Approaches to Learning Self-Regulation
- 2) Social and Emotional Development
- 3) Language and Literacy Development
- 4) English Language Development
- 5) Cognition, including Math and Science
- 6) Physical Development Health
- 7) History-Social Science
- 8) Visual and Performing Arts

Our staff members participate in ongoing professional development opportunities and have been trained in a variety of instructional strategies, including language, social emotional and behavioral interventions. They work with the community by inviting community members into the classroom to share experiences. All preschool teachers are certified as required by the State of California. Instructional assistants are certified as required by the Elementary Secondary Education Act. Additionally, they have completed training programs in First Aid and Cardiopulmonary Resuscitation (CPR). Both teachers and assistants are provided training on-site and through other outside agencies.

DAILY SCHEDULE

The daily schedule establishes a consistent, balanced routine for children consisting of teacher-directed and child-initiated activities, meals, naptime, and outdoor play activities. The Parent Bulletin Board includes the posting of the daily routine and weekly activity plans. All parents are asked to check this Board on a daily basis.

CLASSROOM ENVIRONMENT

The classroom consists of materials that are carefully selected to promote active “hands on” learning. The classroom is divided into at least four areas organized around specific learning experiences, creative/art, role-playing/housekeeping, block/manipulative, and book/print materials. In each area, materials are selected to meet the interest and developmental needs of children and organized so that they can access the materials easily and put them away independently.

PARENTS AS PARTNERS

Parent partnerships begin on the very first day of school to graduation from high school. Creating a positive educational experience for the family is a priority of the BUSD. Building positive teacher parent relationships in preschool lays a foundation for all other school experiences.

Current research indicates that one of the most influential factors in a child's education is parent involvement. The Discovery Center has an open door policy and encourages parents to take part in their child's experience in the Preschool Program whenever possible! It is never too late or too early to become actively involved in a child's learning. Parents, please talk to your child's teacher regarding opportunities to volunteer and put a smile on your child's face!

PARENT PARTICIPATION

Parents can be involved in many ways. Please see a list below which may not include all of the opportunities to participate.

- *Classroom Observation*
Parents are invited to observe their child in the classroom setting and to share their observations with the classroom teacher during parent conferences. Please contact your child's teacher to schedule an observation.
- *Parent Communication*
 - We strive to keep lines of *School to Home* communication by providing a variety of ways to keep in touch.
 - ✓ Please check the classroom bulletin/message boards, the sign-out notebook, parent mailbox, and your child's cubby for important notices of events and meetings.
 - ✓ Newsletters are sent home, along with announcements of community and site events, parent classes and activities.
 - ✓ Parents are encouraged to keep staff informed of changes that may affect their child's participation in the program.
- *Parent Survey*
At Back to School Night, parents will be asked to complete an interest and needs survey. Topics for parent meetings will be determined from the responses derived from the survey. This will be updated and redistributed periodically throughout the school year to assess parent's needs.
- *Parent Teacher Conferences*
Two formal parent teacher conferences are held yearly in November and May (see *following section*). However, parents are always welcome to schedule a teacher or principal conference or call the office with questions or concerns at any time.

- *Join a Committee*

Please join other parents in planning activities for the program by joining the State Preschool Parent Advisory Committee or serving on the site wide PTA. Meetings are held regularly with child-care provided.

PARENT TEACHER CONFERENCES

As referenced earlier, the Discovery Center uses the progress tool called the DRDP. Preschool children take the DRDP two times a year, with results shared with the parents. Individual learning plans are developed based on the DRDP results. Parents will be invited to meet with teachers to review their child's progress on the DRDP and participate in updating the child's learning plans.

PARENT EDUCATION

Parent Education is a very important piece of the Discovery Center. Parents will be asked to join other parents on site for monthly parent education presentations and parent support group meetings. Notices will be posted in the front office, in the classrooms, and will be provided to parents. Free childcare will be provided.

Parents will be invited to several types of information meetings and asked to participate. Every month, the Discovery Center will host a Second Cup of Coffee with the Principal and guest speaker. Every quarter, a nightly parent meeting will be held with a presented topic on early childhood education.

Parents will be participate in Family Learning Fridays in which the teacher will direct positive learning experiences in the school to help parents extend their child's learning into the home. Family Learning Fridays will involve the parent coming into school for thirty minutes in the morning on the first and third Fridays of the month.

As needed, a bilingual outreach specialist will make home visits to help create a link between school and home and connect the parent to needed community resources.

TRANSITION TO KINDERGARTEN

Parent information meetings will be held to support transition to kindergarten at the Discovery Center. Kindergarten teachers will explain the expectations for the District's programs. Parents will be invited to their school of choice for an incoming kindergarten orientation in the spring. They will attend the meeting with their child, tour the site, meet the teachers, and schedule the student's readiness assessment.

VOLUNTEERS

Volunteers are an important part of the Discovery Center, whether they are parent volunteers or come to the BUSD from other sources. Below are listed some ways in which a parent can help.

- Directing small group activities
- Helping with snack/food experiences
- Helping with art activities
- Supervising playground activities
- Working with individual students
- Assisting students with clean up
- Preparing classroom materials at home
- Sitting and having conversation with children at snack and lunch
- Assisting on field trips
- Helping with special activities
- Serving on parent committees
- Helping orient new parents into the program
- Collecting items for art activities

All volunteers are required to attend volunteer training before the classroom experience. Parents are asked to contact their child's classroom teacher for more information.

HOW TO QUALIFY FOR THE PROGRAM

ADMISSION POLICY

The BUSD, in accordance with federal and state policies, prohibits discrimination on the basis of race, color, sex, age, handicap or disability, religion or national origin. We welcome the enrollment of children with disabilities and understand the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children and implement those accommodations. Children who are still in the toilet learning stage shall not be excluded from the preschool program. Participation in the preschool program is dependent on compliance with Federal, State, and District program policies, procedures, and requirements.

ELIGIBILITY CRITERIA

Prekindergarten children who will be three years old or four years old on or before September 1 of the current school year are eligible for the Discovery Center. **Eligibility** is based on documentation of at least one of the following categories:

- Family has a child who is at risk of abuse, neglect, or exploitation, or who is receiving Child Protection Services (CPS) through the county welfare department
- Family is a cash aid recipient
- Family is income eligible
- Family is homeless

INCOME AND FAMILY SIZE (REQUIRED DOCUMENTATION)

To determine eligibility, parent(s) shall provide documentation of **total countable income** and will need to provide most recent monthly income. Income includes: salary, net income from self-employment, social security, dividends, interest, alimony, child support, public assistance payments, unemployment, veteran's pension, disability insurance, wages, commissions, overtime, tips, bonuses, lottery winnings, Workers' Compensation, rental income, inheritance, pension and annuities, migrant agriculture work pay, seasonal pay, severance pay, and Veteran benefits. Except for Child Protective Services, the family's adjusted monthly income cannot exceed the income ceilings established by the CDE at the time of enrollment.

Total countable income means all income of the individuals counted in the family size. The members of the family, who comprise the household in which the child receiving services is living, shall determine **family size**. Family size must be documented by acceptable documentation such as, birth certificates, verification of marital status, etc.

ENROLLMENT PROCESS

APPLICATION FOR SERVICE

This application packet is available from the Discovery Center. Placement in the program is made according to enrollment priority and application date. All enrollment forms must be completed and returned before a child is able to start the program. As parents are notified of an opening, an appointment is made to begin the enrollment process.

ELIGIBILITY LIST (WHERE DOES THIS FIT?)

An eligibility list is maintained in accordance with the CDE Child Development Division's admission priorities. Pre-applications are maintained and prioritized by income and family size. Eligible families are admitted based upon their ranking on the wait list. Families are asked to complete an enrollment packet, as openings arise.

DOCUMENTS TO BRING

As parents are notified of an opening, an appointment is made to begin the enrollment process. Parents will be advised of the appropriate documentation needed for enrollment purposes. Families are required to provide the following documents:

- A copy of the child's original birth certificate
- Physical examination completed
- Child's current immunization record (up-to-date immunizations)
- Tuberculosis (TB) test clearance
- Documentation of child's disability, if applicable
- Documentation of family at risk or in crisis (such as court referral, treatment center), if applicable
- Evidence of family's annual income
- Proof of current address
- Current physical report from child's doctor

NOTICE OF ACTION

A Notice of Action will be completed upon return of the completed enrollment packet and an entry date will be established. Parents will be given a Notice of Action for the initial enrollment certification, and for any change in family status and services thereafter. If a parent does not agree with the action as stated on the Notice of Action, an appeal process is available. The appeal process is explained on the reverse side of the Notice of Action.

ENROLLMENT CONTRACT

A child's hours for full day enrollment is based on the parent's need for child care services. Parents are asked to contact the Discovery Center Office if their schedules need to be adjusted to suit child-care needs. Continued variation from contracted hours or inconsistent use of contracted hours can result in termination.

Families must demonstrate a need for extended hours by verifying one of the following:

- Employment (such as current paychecks, employment verification)
- Seeking employment (signed agreement)
- Training toward vocational goal (such as schedule of classes, training verification, grades or progress report)
- Incapacity (doctor's verification)
- Homeless/seeking permanent housing (written referral/signed statement)
- Referral (court or professional written certification)

If a parent provides fraudulent, incomplete or misleading information to establish initial or ongoing income eligibility and/or need, services will be terminated.

HOW TO CONTINUE PROGRAM OR MAKE CHANGES

RECERTIFICATION/UPDATING INFORMATION

Staff members maintain the right to recertify any family at any time, as needed, to maintain compliance with CDE requirements. Families may be asked to recertify at any time. Children are eligible to be enrolled at the Discovery Center for no more than two years.

Parents are required to update their enrollment information by verifying eligibility, need and income through the recertification process, as needed, but at least once every twelve months. When incomes vary, a parent must be recertified quarterly.

CHANGE IN FAMILY STATUS

Any changes affecting eligibility must be reported to the Discovery Center Office within **five (5) days of the change**. Changes that will affect a child's eligibility include but are not limited to, employment, income, family size, marital status, hours and days of service, etc.

LIMITED SERVICE LEAVE

Families, who temporarily do not need child-care, can request approval for a Limited Service Leave. Enrollment in the program will be maintained for a period not to exceed 12 consecutive weeks. A leave for medical reasons may not exceed 16 consecutive weeks.

TERMINATION OF SERVICES

Failure to comply with any policies, procedures or regulations set forth by the BUSD or the CDE can lead to termination of services for a minimum of one year from the date of termination.

Reasons for termination include but are not limited to the following:

- Child's immunizations are not kept up to date.
- Current physical is not on file.
- Parent provides fraudulent information.
- Parent consistently fails to meet the family fee payment policy.
- Parent or designated adult fails to sign in and sign out daily.
- Parent fails to report a change in family status within 5 days of the change.

- Child has a pattern of inconsistent attendance of an unexcused nature.
- Parent fails to adhere to class hours or contract hours established for full day services.
- Child's behavior interferes with learning and/or is in danger of harming himself/herself or other children or adults in the program.
- Parent exhibits volatile, hostile or aggressive adult behavior that disrupts school/office operations or threatens the health and safety of children and adults.
- Parent no longer meets eligibility requirements as determined by the CDE.

Every effort will be made to develop a plan with a family who is at risk of termination of services. In the event that the plan is not successful, a Notice of Action will be sent to the parent before the child is released from the program.

WITHDRAWAL FROM THE PROGRAM

Parents need to notify their child's teacher or the Discovery Center Office of their intention to withdraw as soon as possible. With advance notice, fees can be adjusted. However, no refunds will be given once monthly fees are paid.

ATTENDANCE PROCEDURES

DAILY SIGN-IN & SIGN-OUT PROCEDURES

Children must be signed in and signed out daily with a FULL signature (equivalent to signature on photo ID) by an adult (an individual who is 18 years or older) with the EXACT times of arrival and departure.

Also, when dropping-off and picking-up children, other small other small children not in the preschool program need to be secured in a stroller or by hand. Preschool staff members are not responsible for children other than those enrolled at the Discovery Center.

Written consent is required, if a person, not on the emergency card, will pick up the child. The Parent Authorization form located by the daily sign-in & sign-out sheet in the classroom can be used for this purpose. This will enable staff to release the child for one time only. If this is not possible, parents must call the classroom or the office to inform staff of pick-up arrangements. A child cannot be released to anyone without the parent's written permission AND their picture identification (I.D.). It is the responsibility of parents to tell their authorized representative of this procedure for picking up and dropping off their children. Legal documents restraining parents from pick-up must be kept on file in the Discovery Center Office.

CELL PHONE FREE ZONE

As parents drop off or pick up their children, cell phones are not allowed in the Discovery Center facility, classrooms, or playground. This also includes volunteers in the classroom. It is the responsibility of parents to share this policy to others who pick up or drop off their children.

LATE PICK-UP

It is the policy of the Discovery Center to provide a safe and secure environment. Thus we must ensure that children arrive and leave on time. Dropping off or picking up a child late can be a stressful and traumatic experience. Children benefit from all parts of their preschool program in preparing them for transition into kindergarten. In order to protect a child's valuable instructional time and provide security, persistent late arrivals or late pick-ups could result in the child being dropped from our program.

All children must be picked up according to the class schedule. Parents who will be late must call their child's teacher or the Discovery Center Office immediately. This lateness may be very upsetting to a young child.

If, parents cannot pick up their child on time and have not made other arrangements, staff member will call them. If the parent is not available, then all telephone numbers listed on the Emergency Card will be called until contact is made. Staff will make every effort to place the child with someone listed on the card. However, if no one can be reached by the time school closes, the Banning police will be called where they will attempt to locate a parent. (Banning Police Department (951) 922-3170)

ABSENCE POLICY

Good attendance will be vital to future success of children within public schools. Now is the time to develop habits that support regular participation. When a child is absent, a phone call or note from the parent indicating the reason for the absence is required. This will serve as verification why the child was out. Please remember this when planning time away from school.

When a child will not attend school due to illness or other important reasons, parents must call the child's teacher or the Discovery Center Office. Upon a child's return, **the reason for the absence must** be written on the **daily sign-in & sign-out sheet with the parent's full signature. Type of illness** needs to be provided, such cold, flu, etc. These records

are very important as funding for this program is based on meeting State attendance requirements.

TYPES OF ABSENCES FROM SCHOOL

There two types of absences: (1) excused absences; and, (2) unexcused absences.

Excused absences consist of illness or quarantine of the child, illness or quarantine of their parent, family emergency, court-ordered visitations, or best interest days. If an excused absence is based on time spent with a parent or other relative as required by a court of law, the basic data file shall contain a copy of the Court Order.

An excused absence for family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, for example, but not limited to an illness of sibling, a natural disaster, when a member of the child's immediate family dies, has an accident, is required to appear in court, military arrivals from deployments, or other parental activities that the child has to be with a parent for child care purposes.

Best interest days shall be considered to exist when time is spent with the child's parent or other relative that are clearly in the best interest of the child. Exceptions are for children who are recipients of protective services or at risk of abuse or neglect. Excused absences in the best interest of the child shall be limited to ten (10) days during the contract period.

Unexcused absences consist of no transportation, getting up too late, unspecified appointments, or any absence beyond the 10-day "best interest" limit, which could include but bit limited to:

- o Vacation, out of town
- o Special time with a friend or relative
- o Special event, such as religious holiday, birthday, etc.
- o Other reasons which are clearly in the best interest of the child.

Parents will be notified when their child has reached the limit of ten (10) "best interest" days. Again, children with **three (3) unexcused absences** may be removed from the program in order to accommodate other families. The parent will be given fair warning of the problem with ample time to prevent termination.

HEALTH PROCEDURES

STATE REQUIREMENTS

State Preschool Guidelines require that a child have a physical examination within 30

days after enrollment and the appropriate immunizations before enrollment (i.e., if a child began on August 12, his/her physical is due September 12). A child may not be admitted who has not been immunized against diphtheria, whooping cough, poliomyelitis, tetanus, measles, haemophilus influenza, hepatitis (or at least has begun the series), and had the Chickenpox disease or immunization.

ILLNESS

The teaching staff will assess the well-being of each child upon arrival to the program and throughout the day. Parents can help by ensuring that their child's health is adequate for participation in school activities before bringing her/him to school. If a child is ill or does not feel well enough to participate comfortably, please keep her/him home.

The following are examples of reasons to keep children home:

- Fever
- Persistent cough
- Vomiting
- Diarrhea
- Heavy nasal discharge
- Unexplained rash
- Difficulty breathing/wheezing
- Swollen, red, crusty or itchy eyes
- Any communicable disease.

If a child becomes ill at school, parents will receive a call immediately, and the sick child will need to be picked up within an hour. If necessary, the sick child will be separated from other children and allowed to rest until a family member or designee arrives. Children should be without symptoms for 24 hours before returning to school. Please call the classroom immediately if your child has communicable disease, so that the Discovery Center can inform other families. Children absent with a contagious illness cannot return to school without a signed doctor's note.

Minor injuries sustained at school, will be handled by the staff members. Soap, water and band-aides will be the extent of first aid rendered. Parents will be notified via the classroom "Ouch Report." A parent will be notified immediately in cases of severe injuries or concerns.

MEDICATION

Parents are urged to arrange their child's medication schedule so that doses are given before or after school hours. If it is necessary for a child to take prescription medication

during the school day, written directions from a doctor are required and medication(s) must be provided to the Discovery Center in the original container. Proper forms and more information are available at the Front Office. Parents are welcome to come to the school to administer medication to their own child.

If non-prescription medication is required during the school day, prior arrangements must be made with administration at the Discovery Center in order that a staff member can administer the required medication if needed.

In the case of Emergency Medication, such as Epi-pen or Inhaled Medications, the following requirements must be adhered:

- 1) Parent must complete forms authorizing site staff to administer that medication at school, before any emergency medication can be dispensed. The forms are available through the Discovery Center Office.
- 2) A certified practitioner must develop a health care plan in partnership with parent and a doctor and/or health provider.
- 3) Site staff must receive training from a certified practitioner prior to administering any emergency medication.
- 4) The staff person who administers the emergency medication will record each instance and provide a record to the child's parent.

EMERGENCIES

In the event of an accident or illness at preschool, parents are notified immediately. The child's Emergency Card must be up-to-date at all times. Emergency cards are used to contact the parent or the person(s) who parents have designated if their child becomes ill, injured, or an emergency arises. The persons listed on the Emergency Card needs to be informed by the parent that their names are listed on that card.

FOOD ALLERGIES

The Discovery Center needs to be notified if a child is allergic to any specific food. A Medical Statement to Request Special Meals and/or Accommodations form must be completed by the parent and returned to the preschool office before accommodations can be made.

Staff members will perform a health check on each child upon daily arrival. If symptoms are observed requiring exclusion, the child will not be accepted for the session in order to stop the spread of infection.

If a child is too ill to go outside during the day, the child is too ill to be at school. If a child

has any of these signs or symptoms, he/she should not be brought to school until well:

- Severe cough or congestion
- Vomiting or diarrhea
- Fever over 100° F
- Lice or nits
- Draining ears
- Pink eye
- Chicken Pox
- Impetigo
- Ringworm (must be treated or covered)

Children with the following signs or symptoms will not be accepted until cleared by a doctor's note:

- Scabies
- Rubella
- Mumps
- Parasites
- Hepatitis A
- Measles
- Whooping Cough

UNIVERSAL PRECAUTIONS

All staff members at the Discovery Center follow Universal Precautions to help protect against the spread of blood borne pathogens and other body fluids. The Occupational Safety and Health Administration (OSHA) requires workers who might come into contact with blood and other body fluids (e.g., stool, urine, vomit, draining wounds) to practice hand washing after:

- Diapering or toileting children
- Handling body fluids of any kind before and after giving first aid
- Cleaning up spills or objects contaminated with body fluids
- Taking off disposable gloves when individuals have cuts, scratches or rashes which cause breaks in the skin of their hands.

Latex gloves will be worn during contact with blood or body fluids, which contain blood.

Environmental disinfection will be done regularly and as needed. In the child-care setting

this means cleaning toys, surfaces and diapering areas with a solution approved by OSHA and the BUSD. Blood spills or objects with blood will be disinfected with a solution approved by OSHA and the BUSD.

Proper disposal of materials that are soaked in or caked with blood requires double bagging in plastic bags that are securely tied. These items will be sent home with the child. Items used for procedures on children with special needs (e.g., lancets for finger sticks or syringes for injections provided by parents) may require a special container to dispose safely.

Tobacco- Free Schools

The board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404; 20 USC 6083)

This prohibition applies to all employees, students and visitors at any school- sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

SAFETY AND SECURITY

EMERGENCY PLAN

All programs on-site participate in regular fire/disaster drills. In the event of an emergency or natural disaster, children will remain with program staff until a parent or authorized person arrives. Please be assured that the appropriate steps have been taken to maintain your child's safety on the premises. On-site staff is trained in CPR, First Aid, and emergency preparedness. Food and emergency supplies will stored at the Discovery Center.

PEDESTRIAN AND PARKING LOT SAFETY

To ensure that families and children are safe at all times, the following parking lot rules apply:

- Never leave children alone in your car as you walk your child to class.
- Always hold the hands of any children you are escorting across the parking lot and street.
- Always have your child exit onto the sidewalk, not the street.
- Lock your car when leaving it.
- Buckle up! It is the law!
- Always park in the parking lot. Do not park at the red curb in front of the Discovery Center.

SCHOOL ETIQUETTE

- Supervise your children at all times in the building.
- Use indoor voices and avoid gathering near the offices.
- Turn cell phones OFF or on vibrate while in the building.
- Keep gates and doors closed that have a sign “Please Close.”
- Children are not allowed to play on school campus before or after school hours for safety reasons. Please leave the campus after picking up your child.
- Keep children out of the bushes and off the retaining walls.
- No pets are allowed on school campus.
- The Discovery Center is a “smoking free” zone.
- Please help us keep our environment clean.

SCHOOL SECURITY

All parents are required to wear a visitor badge while in the building. Visitor badges will be given to parents on the first day of school and need to be kept in convenient location for easy daily access. All family members and their representatives must sign in when entering the building and will be given a visitor badge for identification purposes. Access to the Discovery Center is through the main entrance. All other doors will remain locked throughout the day.

BEHAVIOR MANAGEMENT

Staff members supports the development of appropriate behavior and social skills for children by implementing the following practices:

- Developing a positive, supportive relationship with each child.
- Establishing appropriate routines and expectations.

- Providing developmentally appropriate materials that promote children’s engagement.
- Using positive attention and encouragement to support prosocial behavior.
- Teaching children about the expectations of the environment, using friendship skills and solving problems.

Parents of children with the following challenging behaviors, which occur on a routine basis, will be expected to meet with staff members to develop a joint plan of action to support their child’s continued participation in the preschool program:

- Behavior which interferes with learning
- Behavior which interferes with engagement in prosocial interactions
- Behavior which jeopardizes the safety of self and/or others

Parents may be notified to pick up their child in extreme behavior situations. If a child’s behavior continues to compromise the safety of other children, and/or exhausts the resources of the program, alternate placement may be recommended.

GENERAL POLICIES

CHILD ABUSE REPORTING

Penal Code Section 11166 mandates staff members to report any suspicion of child abuse or neglect for any reason.

CIVILITY

It is our goal to promote positive communication, mutual respect, civility and orderly conduct among employees, parents, and the public to ensure a safe, harassment free workplace for children and staff. Volatile, hostile or aggressive behavior that disrupts school/office operations or threatens the health and safety of children and adults will be reported to the appropriate authority.

The BUSD has a number of board policies related to **Civility** and can be linked through the District website using Gamut Online. Some of these policies include, but are not limited to: Civil Conduct; Nondiscrimination in District Programs and Activities; Bullying; Student Disturbances; Hate-Motivated Behavior; Nondiscrimination/Harassment; Sexual Harassment; and, Weapons and Dangerous Instruments. The District’s “Zero Tolerance” policy forbids guns or weapons on any school campus-including toy replicas.

District administration can help locate specific board policies and administrative regulations for interested parents and other persons.

CONFIDENTIALITY

As per California Code of Regulations, Section 18117, the BUSD and the Discovery Center ensure that the use or disclosure of all information (including student records) pertaining to the child and his/her family is restricted to purposes directly connected with the administration of the subsidized child-care program.

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to the purposes directly connected with the administration of this program. Any release of information must have written prior approval from the parent.

RECORDING IMAGES

It is the intention of the Discovery Center to provide an environment in which children, parents, and staff are safe from images being recorded and inappropriately used. If a parent wishes to take pictures or video his/her child's performance, written approval must be obtained from the preschool site supervisor or administrator prior to the day of the event. A parent may photograph or record images of his/her child only.

OTHER CHILDREN IN THE CLASSROOM

Please remember that children who are not enrolled in the Discovery Center do not belong in the classroom. Additional children are frequently distracting to the class and will not be allowed in the preschool environment. If parents have other children who are not yet ready for the program, babysitter arrangements will need to be made when volunteering in the classroom, including parties and field trips.

FIELD TRIPS

No field trips are taken in the Discovery Center preschool program. Children participate in on-site assemblies presented by community groups, such as the local librarian, local firefighters, musical performers, etc.

UNIFORM COMPLAINT PROCEDURE

It is the intent of the BUSD to fully comply with all applicable laws and regulations. Individuals (such as parents, students, employees, authorized representatives, interested parties, public agencies, or organizations) can file complaints regarding the alleged violation of a statute or regulation that the CDE is authorized to enforce. This includes allegations of unlawful discrimination in any program funded directly by the CDE.

All complaints will follow the *Williams Uniform Complaint Procedures* (Administrative Regulation #1312.4). California Education Code 35186 requires that the following notice be posted in each classroom within the BUSD:

- 1) There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
- 2) School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction.
- 3) To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website.

The complaint should be filed with the person specified below at the following location:

Superintendent's Office
161 W. Williams Street
Banning, California

PERSONAL NEEDS

BIRTHDAYS

Children's birthdays are important to us. Birthdays will be acknowledged in the classroom on your child's birth date with special activities planned by the teacher. Birthday cake, goodie bags, special treats, balloons, etc. are not permitted.

BEDDING

For children who take a nap, a crib sheet and a blanket are required for napping. Bedding items need to be marked with the child's name. Cot bedding needs to be taken home each Friday for weekly washing.

CLOTHING

School clothing should be comfortable and appropriate for the weather and school activities. Please select clothing and shoes that are easy for the child to manage alone. For safety reasons, shoes should cover the entire foot. Open toed sandals are discouraged. Thong type sandals are not allowed.

In the classrooms, children use paint, glue and other messy materials that may get on their clothing. Although children wear smocks during paint activities, we encourage parents to send their child to school in washable play clothes.

All clothing, backpacks, etc. should be clearly labeled with each child's name.

Children may need a change of clothing at school in the event of spills, messy activities, or toileting accidents. Parents are asked to provide underwear, socks, shirt, and pants in a large Ziploc baggie labeled with the child's name. Soiled clothing will be send home. The used items should be promptly replaced.

The preschool program is not responsible for any personal belongings brought to the classroom, including clothing items.

TOYS

The Discovery Center has many wonderful materials at school. Toys should be left at home, along with candy, gum, etc.