

**Winters Preschool Center
Parent Handbook for State Preschool Program
Adopted by the Board of Trustees 09-04-14**

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DISTRICT VISION STATEMENT

“Inspiring and Cultivating Pathways to Success”

DISTRICT MISSION STATEMENT

The mission of the Winters Joint Unified School District is to provide a quality education to all our students, ensuring that all students and the entire educational community actively participate and are valuable contributors to our changing society.

Program Contacts

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Forward

The purpose of this Parent's Handbook is to outline the policies and procedures of the Winters State Preschool Center.

The specific contents of this Parent's Handbook are as follows:

- District Mission Statements and Goals
- Preschool Mission Statement
- Directory of Programs and Contacts
- Program Quality Requirements, including information about donations, nutrition and self-study.
- Policies and Procedures
- Goals and objectives of the program with information including key activities and evaluation process

KEY BELIEFS OF THE WINTERS STATE PRESCHOOL CENTER

The program offered to preschool families by the Winters Joint Unified School District is based on the following beliefs:

1. The primary goal of the Winters State Preschool Center is to work with students and families towards student growth, both academic and personal.
2. The primary language that each student brings to school is an asset on which to build.
3. There is an appreciation and a respect for the different cultures and languages represented by the district's students and their families.
4. Parent involvement in every aspect of the educational process is valuable. Therefore, the district, its administrators, teachers, and other employees seek to establish collaborative relationships with parents to plan, implement, and review the program offered by the Winters State Preschool Center.
5. The most powerful instruction is driven by student need. Differentiated and carefully targeted instruction maximizes student growth.

The Winters State Preschool Center (WSPC) is funded by the Early Education and Support Division of the California Department of Education, as a State Preschool Program. The program's purpose is to provide preschool services to socio-economically disadvantaged families so that they are prepared for Kindergarten. The preschool program is designed to articulate with Winters' K-12 educational programs and it shares the District's mission and vision.

Non-Discrimination: The program does 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 when children are served. The program:

- Welcomes the enrollment of children with disabilities
- Understands the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children
- Implements those accommodations

PROGRAM QUALITY REQUIREMENTS

Winters State Preschool Center will use *Desired Results* to evaluate preschool students and preschool programs. This assessment profile has been developed by The Early Education and Support Division. *Desired Results* is used to create a "developmental profile" or record of a child's physical, cognitive, social and emotional development. Teacher and parent observations will be included as part of the child's developmental profile. The preschool staff will complete a developmental profile of each child two times each year. Results of these assessments will be discussed at (2) parent - teacher conferences each year. The preschool program will use the Developmental profiles to plan and conduct age and developmentally appropriate activities for the students in the preschool program.

Desired Results also provides an instrument that involves staff and parents for program evaluation. This evaluation is conducted annually to ensure: That the program is academically, developmentally, culturally, and linguistically appropriate for the children served and that the program provides activities which facilitate the physical, cognitive, social, and emotional development of the children served. Communication between the program and the families of the children served.

PARENT INVOLVEMENT

Parent involvement is a key component of Winters State Preschool Program. Parents are invited to volunteer in the classroom regularly and for special occasions. **Any parents interacting with children enrolled in the program in any capacity need to have on file a current tuberculosis clearance and be immunized against the influenza, pertussis and measles.**

WSPC will:

- Provide an orientation for parents including topics such as program philosophy, program goal and objectives, eligibility criteria and priorities for enrollment, due process procedures and program activities.
- Conduct at least two (2) individual parent / teacher conferences each year.
- Hold parent meetings with program staff.
- Encourage parents to participate in daily activities whenever possible.
- Facilitate a parent advisory committee, which advises the district of issues concerning services to families and children.

HEALTH AND SOCIAL SERVICES

The Winters State Preschool Center program will identify the needs of the child and the family for health or social services and refer a child and /or family to appropriate agencies in the community based on the health or social services needs. Staff will conduct follow-up procedures with the parent to ensure all needs have been met.

DONATIONS

Our preschool program will solicit donated goods and services from the community. We will provide information to the community regarding services available in the preschool program.

NUTRITION

Our program includes a nutrition component to ensure that children have nutrition meals. The meals shall be culturally and developmentally appropriate for the children being served and shall meet the nutrition requirements specified by the Federal Child Care Food and the National School Lunch Program.

SELF STUDY

Our preschool program will develop and implement an annual self-study plan in order to determine if the program goals and objectives are being met. The self-study will include a self-assessment by the district in accordance with instructions specified by The Early Education and Support Division (EESD). The self-study plan will include assessment of the program by parents using *Desired Results*. The district will submit a summary of the findings of the self-study to the EESD by June 1 of each year. The district will modify its goals and objectives to address any areas identified during the self-study as needing improvement.

DISCIPLINE

The preschool program uses a quality curriculum. This curriculum inherently reduces behavior issues with young children by allowing them many opportunities for self-initiating activities. The Preschool Program believes young children must be treated with respect and in the event of negative behavior, staff will redirect the child to a more appropriate activity. Corporal punishment will never be used.

Children need the opportunity to discuss difficult situations and develop suitable alternatives to the problem behavior and /or situation. Children will be encouraged to practice desirable alternatives to undesirable behavior. If discipline problems persist, a behavioral plan will be jointly created by parents and staff members to support positive behavior at school. The behavior plan may include, but not be limited to, the following solutions:

- Professional observation
- Other child education program options

In the event your child hits another student or a staff member, he or she will be talked to by a staff member and redirected to a teacher-directed activity away from the difficult situation. If hitting continues to be an issue, parents will be asked to meet with the director to discuss a behavior plan.

STAFF DEVELOPMENT

WSPC staff members will participate in Staff Development activities on an ongoing basis. Staff development will include regular staff meetings and training. Staff members may also attend conferences and/or other training activities. Staff members will participate in goal planning and will be evaluated annually. WSPC will:

- Identify training needs of staff annually
- Provide written job descriptions
- Conduct orientation for new staff members
- Conduct annual written performance evaluations for all employees
- Provide staff development opportunities, which include topics related to the functions specified in each employee's job description and those training needs identified by staff and parents
- Provide an internal communication system that supports each staff member with the information necessary to carry out his or her assigned duties.

STATE PRESCHOOL POLICIES AND PROCEDURES

ADMISSION POLICIES

Winters State Preschool Center is a State Preschool facility and follows the guidelines provided by The Early Education and Support Division. Admission is based on family eligibility and student age. Four year olds have priority over three year olds. If there is space and there are no eligible children waiting, families whose income is up to 15% over State income ceilings may be admitted. Winters Joint Unified School District has two additional spaces that may be used for special needs students. WSPC will maintain an eligibility list to fill vacancies as soon as possible when they arise.

The Department of Social Services, Community Care Licensing Division has the authority to interview children or staff without prior consent. The department also has the authority to inspect, audit and copy child or child care records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Section 101217© and 101221(d).

ATTENDANCE

Regular attendance is crucial for student adjustment, and student growth in the program. It is also critical to the program for funding. Parents must make every effort to see that students arrive on time and come to school each day. In the event of absence, please report the illness to WSPC as soon as possible. This may be done by phone, by note, or in person. Please state why students are absent and when they are expected to be back to school. You will need to fill out and sign an absence form stating the reason for absence when your child returns to school. Excused absences are absences due to:

- The illness or quarantine of the child (includes doctor appointments)
- The illness or quarantine of the parent (includes doctor appointments)
- A family emergency (e.g. death or incarceration of a family member, illness of a sibling) up to 10 days
- Court ordered visitations (order must be in the file)
- Best interest of child days such as vacation, religious holidays, times spent with parent not in home or other reasons that are clearly best interest of the child up to 10 days per school year

"Note: Documentation may be requested for excused absences."

After five consecutive days of absence due to illness, a doctor's note is required before a child may return to class. Parents are required to sign an absence slip documenting the absence.

Any child with 5 consecutive unexcused absences will be terminated and placed on the waiting list in order to allow another child on the waiting list to benefit from services.

Some examples of unexcused absences are as follows:

- Failure to obtain required immunizations/physical as scheduled
- Extended school holidays or vacations (beyond 10 Best Interest Days)
- Absences other than stated above
- Transportation other than vehicle malfunction

RELEASING CHILDREN

Children may not be released to anyone without authorization by the parent. Emergency and information cards are kept on file designating the adults who may sign children in and out of class. If an unauthorized person comes for the child, the parent will be contacted to obtain authorization. A person that is not on the emergency and information card will not be allowed to take a child from WPC without authorization.

Persons under the age of 18 may not sign children in or out of preschool. The adult signing the child in or out of preschool must bring the child into the classroom and sign his/her full signature.

Students must be picked up on time. If a child is left for more than thirty minutes after school has ended, the police will be contacted. Habitual late pick up could result in disenrollment.

STUDY TRIPS

At the beginning of the year Parents need to sign a walking field trip form, which will be used throughout the year for local walking field trips. Parents will be informed in writing in advance of field trips off campus.

VOLUNTEERS

Any volunteers interacting with children enrolled in the program in any capacity need to have on file a current tuberculosis clearance and be immunized against the influenza, pertussis and measles.

ACCIDENT REPORTS

WSPC is in compliance with regulations regarding first aid and CPR training for staff members. If a child has an accident at the preschool site, qualified preschool staff will take steps to care for the injury and assess the seriousness. If the injury is serious staff will call 911. The parents, site administrator, the district, and the Department of Social Services will be notified of any serious accident, injury, or illness. An accident report will be filled out for every injury of a child or adult. A copy of the report will be kept on file.

CHILD ABUSE REPORTING

Section 11166 of the Penal Code requires any Child-Care Custodian, Medical Practitioner, Non medical practitioner, or Employee of a child protective agency to report suspected child abuse. WSPC staff members will receive training in the detection and reporting procedures for child abuse.

CONFIDENTIALITY

All information pertaining to preschool families will be kept confidential and may only be discussed with other professionals in appropriate circumstances and never in front of children.

Section 101200 of Title 22 (governing all child care facilities) requires that:

any duly authorized officer, employee, or agent of the Department of Social Services may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time with or without advance notice, to secure compliance with or to prevent violation of this act, or the regulations adopted by the department pursuant to this act. The Department has the authority to interview children or staff, and to inspect and audit child or child care records, without prior consent. The licensee shall make provisions for private interviews with any child (ren) or staff member and for the examination of all records relating to the operation of the child care center.

REFRAIN FROM RELIGIOUS INSTRUCTION

The Winters State Preschool Center does not engage in any religious instruction or practices.

BIRTHDAY CELEBRATION

Due to the regulations that the Health Department enforces, WSPC has decided to refrain from birthday celebrations. Instead we invite parents to spend the day in the classroom with their child (provided the parents have on file documentation for TB, and immunizations against influenza, pertussis and measles). Parents can share a special story book or other special activity that the child would like to share with the class.

Please save party favors, balloons, etc., for your home celebration. If you are inviting children from school to a birthday celebration for your child, be sure to mail the invitations if all the children at school are not invited.

STUDENT EVALUATION

OVERVIEW

Desired Results Developmental Profile is used as a tool for assessing student progress and informing parents of the child's growth throughout the school year. The information is used by the teacher to plan appropriate classroom instruction. Space is provided on the Profile to enter assessment information two times per year.

PORTFOLIOS

Teachers will use portfolios to collect samples of students' work throughout the year. The portfolio is a valuable tool to help parents and teachers understand the child's progress in various curriculum areas. The portfolio will be used at conferences and when completing the profile to document student progress. The portfolio will contain samples of student work, anecdotal records, and pictures.

COMMUNICATION

In order for the program to be successful, open lines of communication with parents are essential. Preschool staff will communicate with you regularly regarding your child's participation in the program. Monthly you will receive newsletters and quarterly you will have the opportunity to attend a parent education meeting. Additionally, you may request a meeting with the teacher or the director to discuss any issues or concerns you may have.

COMPLAINT PROCEDURES

The district has established uniform complaint procedures (as required by Title 5 of the California Code of Regulations). Uniform complaint procedures form is distributed annually to the parents and posted in the classroom. Parents are encouraged to resolve complaints informally through communication with preschool staff/director. Complaints not resolved through this process may be addressed through three possible channels. One is Board Policies and Administrative Regulations #1312, 1312.1, 1312.2, and 1312.3. A second is through the State of California Department of Social Services Community Care Licensing Division, Title 22 Licensing Requirements (916 229 4530). Finally, enrollment related complaints may be addressed through the Early Education and Support Division using the appeal process outlined on page two of the Notice of Action form (CD 7617).