

Orange Center Preschool Program Parent Handbook 2018-2019



"TIGER PRIDE"
Respect, Responsibility & Relationships

*Orange Center School District
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Fresno, CA 93706
(559) 237-0437*

**ORANGE CENTER PRESCHOOL PROGRAM PARENT HANDBOOK
2018-2019**

Orange Center Preschool Program
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Administrative Assistant	Margaret Irwin
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Orange Center Preschool Staff

Executive Director	Terry M. Hirschfield
Site Supervisor/Teacher	Patricia Polanco

Board Members

Panfilo Cerrillo
Javier Gonzales
Michael Gonzalez
Veronica Salazar
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ORANGE CENTER SCHOOL DISTRICT PRESCHOOL PROGRAM PHILOSOPHY AND OVERVIEW



Philosophy - The Orange Center preschool philosophy is based on the following beliefs:

- A child's attitude towards learning is enhanced by positive, early learning experiences that are appropriate to the child's developmental level.
- Children need opportunities to learn from and meaningfully interact with the world around them.
- Children learn best by being actively involved in the learning process.
- Children's interests and talents are readily applied in learning when they have opportunities to initiate their own learning activities.
- A preschool program must support the child's self-esteem and pride in family, community, ethnic heritage, and linguistic heritage.
- Parents are viewed as partners in providing educational services to children.



Curriculum and Assessment Overview - The preschool staff will actively work with parents in providing a child-centered preschool program designed to facilitate each child's social/emotional, physical, cognitive, language, and creative development in a safe and supportive environment. Orange Center Preschool uses the Houghton-Mifflin preschool curriculum to meet mastery of preschool standards. The Desired Results Assessment, portfolios and progress reports (Beginning, Mid, End) are used for preschool curriculum assessments, which emphasize active learning, with a balance between child-initiated and adult-initiated activities, and will be used as the basis for the child's preschool experience. Orange Center's multicultural and developmental curriculum approach will be based on each child's background of experience. Through regular planning and evaluation sessions, the staff will provide activities, generate strategies, and supply materials to challenge children's emerging abilities to develop and pursue their interests and talents.



Religion - Staff shall be highly sensitive to its obligation not to interfere with the philosophical/religious development of each student, in whatever tradition the student embraces. School-sponsored programs should not be, nor have the effect of being, religiously oriented or a religious celebration. The Orange Center Preschool program refrains from religious instruction and worship. Instruction which is contrary to a student's religious beliefs and teaching may be optional for that student, in accordance with the Education Code or at the discretion of the Superintendent or designee.

ADMISSION POLICY

Applications for enrollment in the program are available at the school site. Eligible children will be enrolled regardless of race, sex, creed, color, national origin, or disability. We welcome the enrollment of children with disabilities and other special needs.



Registration/Admission Requirements

The following certification is required for admittance into preschool:

1. Completed registration application with parent signatures
2. Official documentation showing the child's birth date (birth record) for ALL children in the home
3. Income Verification (see Eligibility for appropriate documentation)
4. Child's recent physical (within the last year)
5. Documentation of absent parent (if one parent is absent in the home)

ELIGIBILITY

- All general education students, who attend Orange Center Preschool, must be potty trained before they will be admitted into the preschool program.
- State Guidelines mandate that children enrolled in the preschool program must be eligible under the State Preschool Guidelines. The Orange Center School District shall comply with this requirement. If parents have any questions about this requirement, or exceptions to this requirement, they should contact the preschool director/ teacher.
- The total family income to be used in determining the eligibility of new children in the program should be based on the current calendar year, or the 12 months previous to enrollment. Parents will be required to provide verification of income by presenting to the office income verification that shall include examination of any of the following:
 - a) **If Salaried Worker:** The most recent check stubs within the last 30 days to present.
 - b) **If Self-Employed:** Current year Income Tax Return-Form 1040 and Schedule C - Profit or Loss from Business form, Signed & Dated Profit and Loss Statement, and/or "Self-Certification of Income" form-Part A (Please contact our office to determine which documents will be required)
 - c) **If Paid Cash:** Each parent must complete "Self-Certification of Income" form- Part A, if you have no pay stubs or receipts of employment.
 - d) **If Not Working:** Each non-working parent must complete the "Self-Certification of Income"- Part B
 - e) **If Receiving Social Services Assistance (Cash Grant):** Bring a current Notice of Action received within the last 30 days.
 - f) **If Receiving Unemployment Benefits:** The most recent check stubs within the last 30 days to the present.
 - g) **If Seasonal Worker/Construction Worker:** Check stubs of last 12 months income & "Self-Certification of Income" form Part A
 - h) **If Receiving Social Security or Disability Benefits:** Latest Notice of Award received or copies of checks for the last four weeks.
 - i) **If Foster Parent:** Copy of Foster Parent Agreement indicating amount paid monthly for the preschool child for the last four weeks
 - j) **Child and/or Spousal Support:** Provide support verification, including if former spouse pays for any other household bills (mortgage, car payments)
- To adhere to the requirements of documentation of family income, a Family Income Verification form will be attached to the enrollment application certifying the income.
- Parents shall be required to show proof that the child has received State Law required Immunizations and that they are completed or up to date according to the child's age. Immunizations shall be verified by submitting child's immunization record received from either a Health Clinic or Physician. The required Immunizations and vaccinations are: Diphtheria, whooping cough, poliomyelitis, tetanus, mumps, measles, rubella and Hepatitis B and TB (tuberculosis verification within the last year).
- Parents shall be required to sign a statement acknowledging and consenting to service requirements as outlined in the Health Policy Agreement section of the Orange Center School District Agreement Form.
- Once a child is admitted into the program, during a school year, he/she remains eligible for the program as long as the child maintains satisfactory attendance. If at any time a child is absent for more than 3 days in a row for reasons other than those deemed as "excused", he/she would be terminated from the program. The only exception would be for a diagnosed handicap child according to SELPA guidelines.

- The program is designed for children, ages 3 to 5 (**must turn three {3} years of age on or before September 1st of the current school year to be eligible**) but extenuating circumstances may require a child to remain in the program beyond the age of 5. In such cases, the elementary school principal, supervising teacher, preschool director, and district administrator will review the case. Extension beyond the age of 5 will require both school district and parent approval.
- **Children ages 4 to 5 years who will be entering kindergarten or elementary school for the first time in the fall and who are not repeats shall be given first priority.**
- Four year olds have priority when registering. Once all 4 year olds have been registered, the remaining spots can be filled with 3 year olds. Children, ages 3 to 3 $\frac{3}{4}$, may be accepted if space is available after the above requirements have been met.



Change of Information / Withdrawal from School

Please notify the Orange Center main office, as well as the preschool office, of any changes in address or telephone number. It is very important that we have a telephone number, where we can reach parents, in the event of an emergency. Please notify the office at least two days in advance when students will be leaving the preschool program.

SENDING YOUR CHILD TO THE CENTER

Please bring your child in comfortable, washable clothes, as the program is active and many activities are messy. Each child's garments should be marked with his/her first and last name to prevent it from getting lost or mixed up with another student's. The staff will not be responsible for unmarked clothing. Each family is responsible for bringing an extra set of clothing for emergencies. For safety reasons, flip flops or open toed shoes **are not** permitted.

As a general rule, **no play items (toys)** should be brought from home. The only exception to this rule is for "Share Day." Your teacher will inform you of information regarding appropriate share items and on what days they will be permitted.



Program Hours

Our school hours are from 8:00 to 11:00 for morning classes and from 11:30 to 2:45 (early release on Monday at 1:30pm) for afternoon classes. Please remember that there is no one to supervise your child before and after class. Teachers and aides need this time to prepare for daily activities in the classroom. School doors will be opened at 7:45 AM and 11:15 AM. In order to provide a safe arrival and pick up for our students, all parents will be required to park outside the school gates. **A student is considered to be a "late pick up" when classes have been out for 15 minutes past the regular time and no one has picked the student up.**



Sign-in and Sign-out Procedures

All students who are brought to school or picked up from school must be signed in and out in the preschool classroom (no exceptions). If your child is brought to school on the bus, preschool staff members will sign them in. The Preschool Sign-in and Sign-out binders are located in the classroom on top of the cubbies, directly to the left as you enter the front door. You must sign your full first name and full last name when picking up your child.



Pickup Authorization

Only individuals who are 18 years or older may sign a preschool student in and/or out. Please note only individuals listed on the emergency card will be allowed to pick up your child. If you would like to add someone to your pick-up list after you have enrolled your child, you may send a letter with that individual's full name and your signature and date to the preschool office.



Guardianship/Custody Rights

It is the parent or guardian's responsibility to provide the school with all legal documents regarding guardianship, child custody rights and/or school visitation orders.

ATTENDANCE

It is very important to your child's education that they attend school on a regular basis. Missed days of school can leave gaps in the educational process that may be very difficult to make up. Please make every effort to get your child to school on time every day.

When your child is absent, please follow these procedures: upon returning to school, **a child must bring a note signed by his/her parent or guardian which states the date and the reason for his/her absence or the parent may call the office to report and clear the absence.**

Excessive absenteeism may lead to removal of your child from the program. Please read and adhere to the following guidelines:

No more than 10 unexcused absences per year

No more than 15 absences per year

At 10 absences parent will be required to meet with the preschool teacher to discuss ways to avoid being absent.

At 13 absences, a notice will be sent home to the parent to inform them that their child is in jeopardy of being dropped from the program.

At 15 absences the child will be dropped and a "Letter of Termination" will be file with the California Dept. of Education Child Development Division and a copy will be sent to the parent or guardian.

The state laws of California require the school attendance of every person under the age of eighteen. In addition, the administration of Orange Center School believes it is essential for students to attend school on a regular basis to be successful in their educational experience. When a student **must** be absent from school, only the following reasons will be acceptable to classify as "excused."

1. Illness or quarantine of the child or parent.
2. Court ordered visitations with court documents.
3. Family Emergency such as sudden and unexpected situations are:
 - a) illness of siblings (maximum of 3 absences)
 - b) Transportation (maximum of 3 absences)
4. Best Interest of the Child (BIC). Except 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 fiscal year. Absences from the standpoint of the parent, considered to be in the best interest of the child, e.g., to be with family, religious activity, or day to be with parent.



Late Arrivals

Students who arrive late to school must report to the office before going to class. A parent must accompany the student to class and sign them in on the correct sign in sheet for that class period.

Similar to excessive absenteeism, excessive tardiness can be cause for removal of your child from our preschool program. Please read and adhere to the following guidelines:

No more than 15 tardies per semester.

At 10 tardies parent will be required to meet with the preschool director to discuss ways to avoid being late. At 13 tardies, a notice will be sent home to the parent/guardian informing them that their child is in jeopardy of being dropped from the program.

At 15 tardies, the student will be dropped and a "Letter of Termination" will be filed with the California Dept. of Education Child Development Division and a copy will be sent to the parent or guardian.

TRANSPORTATION



Bus Regulations/Safety/Discipline Standards of Conduct for School Bus Transportation

Orange Center Preschool is dedicated to providing student transportation services with maximum safety. To ensure this level of safety, each student must behave in a satisfactory manner, allowing the driver to direct his attention to driving.

TITLE 5 CALIFORNIA ADMINISTRATIVE CODE SECTION 14103:

"Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are in the bus or being escorted across the street or highway."



Bus Rules:

1. Cooperate with the driver. Follow directions the first time they are given.
2. Arrive at the bus stop 5 to 10 minutes before the scheduled bus arrival. Depending on the number of absent students, the bus may be earlier or later than usual. Board and leave the bus in an orderly manner. Do not push other students. Follows driver's instruction concerning seating location and unloading procedure.
3. Always sit facing forward. Remain seated when the bus is in motion. Do not change seats without permission from the driver.
4. Keep hands off other people and their possessions.
5. Keep head, hands, feet, and arms inside the bus at all times. Do not yell out of the windows to others outside the bus.
6. Keep the bus clean. Students are not to eat, drink or chew gum while on the bus.
7. Do not use obscene or profane language.
8. Do not destroy or deface the bus equipment. Damage to seats, windows and other parts of the bus is unnecessary and costly. Parents/Guardians are responsible for any damage caused by their student.



Student Bus Discipline Procedures:

Student safety is paramount. To insure safe operation of any school bus, students must behave appropriately and safely while riding on a school bus. When misbehavior does occur the following steps will take place:

- 1) If your child violates any of the bus rules he/she will receive a citation from the bus driver stating the reason for such infraction.
- 2) If your child receives a second citation within 20 school days of receiving the first citation he/she will be off the bus for (3) three school days.
- 3) If your child receives a third infraction written within 20 school days of receiving the second citation, your child will be removed from riding the bus for (5) school days.
- 4) If your child receives a fourth infraction it will result in your child being removed from riding the bus for the entire school year.

In certain situations the driver and/or site admin may immediately remove a child, who persists in disobeying the bus rules.

A parent or designated person (noted on the student's pick up authorization list) must be present at the bus stop for their child. Students will not be allowed to get off the bus until the driver sees that individual.



Foggy Day Schedule

Watch TV Channel 18 or listen to AM Radio KMJ 580 on your dial beginning at 6:30 a.m. to find out if a foggy day has been called.

On days when a foggy day schedule has been called, classes will begin at the regular time, buses however, will be delayed. If you are able to bring your child to school on time you are encouraged to do so.

SCHEDULE "A" 2 HOUR BUS DELAY

This means students will be picked up 2 hours later than their usual time.

SCHEDULE "B" 3 HOUR BUS DELAY

This means that the morning preschool students who ride the bus has been canceled.

SCHEDULE "C" BUSES ARE CANCELLED BUT SCHOOL WILL RUN AT THE REGULAR TIME

DISCIPLINE

The program adheres to positive discipline practices. Discipline guidelines are established for the well-being and social development of all students. All staff and students are expected to 1) show courtesy and respect for themselves and other people 2) show respect for school property and the property of others and 3) listen attentively to staff members and follow their directions.

School rules regarding general conduct and use of playground equipment will apply. Normal discipline practices for poor behavior may include refocus opportunities or loss of privileges.

More serious problems may result in 1) parent conference 2) referral to program supervisor and/or coordinator 3) temporary suspension from the program 4) parent's attendance during program activity or 5) dismissal from the program.

PRESCHOOL RULES

CLASSROOM

1. Walk inside the classroom.
2. Use inside voices.
3. When you are angry, use words instead of hitting.
4. Keep your hands to yourself.
5. Wear shoes at school.
6. Take good care of all equipment.
7. Keep our bathrooms clean.
8. Do not bring toys to school.

MEALTIME

1. Stay seated in your space during mealtime.
2. Remember to use your good manners.
3. Clean up after yourself.
4. Follow crosswalk rules.

OUTDOOR PLAY AREA

1. Swing on your bottom.
2. Slide (one at a time) on your bottom, feet first.
3. Stay inside the gates.
4. Keep bicycles on the cement and ride in one direction.
5. Do not throw sand or any item that is not meant for throwing.

NUTRITION PROGRAM

All children, who are enrolled in the program, will be provided a nourishing meal daily. The morning session students will be provided breakfast and the afternoon session students will be provided lunch. They will be served a wide variety of foods that meet all state and federal breakfast/ lunch standards. Students will also learn where food comes from and what food does for their body. They will grow some foods and prepare some foods. Parents can volunteer by helping set tables and serving meals.

If your child has been diagnosed with a **food allergy**, please visit the front office to obtain a Medical Statement to Request Special Meals and/or Accommodations form that must be filled out by your child's doctor and returned to the office. If your child has **dietary restrictions based on religious beliefs**, please visit the office and the staff will assist you in processing the request that will be required, in order for us to best meet your child's nutritional needs.

HEALTHCARE & STUDENT WELLBEING

Health education is also a part of our program. Children will be exposed to lessons regarding: living an active lifestyle, healthy nutrition, personal hygiene and general community safety practices. They will be exposed to positive health messages through: the viewing of films, listening to stories, and through presentations from community resources.

For the protection of your child and others, students who are too ill to go out for recess or to participate in physical exercise should stay at home. If a student becomes ill during the school day, a parent or guardian will be notified. According to the Department of Social Services regulations, a child cannot be accepted into the center until it has been determined that the child is without obvious signs of illness such as fever, vomiting, cold, flu, lice, etc. The parent must remain with the child until the child is accepted. Once the child has been

determined to be without obvious signs of illness and has been accepted, the parent must then sign the child in. (101326.10)



Accidents

If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up their child for their own observation or examination by a family physician. Parents will be promptly notified of all injuries not considered minor. Injuries are reported on an "Accident Report" which is on file in the school office. In the event that parents cannot be reached, students will be discharged to a person who is named on the emergency card.



Emergencies

In the event of any emergency, every attempt will be made to contact the parents, if a student requires immediate medical attention. The Emergency Card on file, in the school office, lists whom to contact in case of any emergency. School staff will follow the parent's directions as closely as possible.

It is very important that you fill out your child's emergency card completely. In the event of an emergency, the school staff will call the numbers that you provide, it is very important that any changes in phone number, address, or employment, are called into the office or sent to the office in writing, immediately.



Medication

Parents are required by State law to inform the school of any medication to be taken by the child at school. Facts on current dosage and the signature of the supervising physician are needed.

The school district must receive:

1. Permission to administer medication form signed by physician
2. Permission to administer medication form signed by the parent
3. Medication must be in the original pharmaceutical container
4. Medication is to be kept in the nurse's office/front office

Forms are available in the school office.

NOTE: No medication, including over the counter, will be administered by the school personnel without parent and doctor's written permission.



Immunizations

California law requires that an immunization record be presented to the school staff before a child can be enrolled in school. Poliomyelitis (TOPV) "Polio" Diphtheria, Tetanus, Pertussis (Whooping Cough) "DPLT" and/or Tetanus and Diphtheria only (TD), Measles-Rubella (10 day, red measles) Measles-Rubella (German Measles-3 day) Mumps, and Hepatitis B immunization as well as a TB (Tuberculosis) Skin Test will be required for the entrance of all students. Verification of immunization is to be by written medical records from your doctor or immunization clinic.

Exemptions are allowed under the following conditions:

- 1.) The parent provides a signed doctor's statement verifying that the child is to be exempted from immunizations for medical reasons. This statement must contain a state identifying the specific nature and probable duration of the medical condition.
- 2.) Beginning January 1, 2014, the signed waiver to exempt a pupil from meeting immunization requirements shall include a form prescribed by the State Department of Public Health signed by 1) the health care practitioner who provided information to the parent or legal guardian regarding the benefits and risks of the immunization and the health risks of the communicable diseases; and 2) the parent or legal guardian, indicating that he or she received the information provided by the health care practitioner



Physical Examinations

All pupils are to have completed a health screening examination before entering preschool. This examination can be obtained from your family physician or through the services provided by the Fresno County Health Department. Information and forms are distributed to pupils enrolled in Preschool.



Head Lice

It is our district policy that a student be sent home if they have head lice. The child must be completely lice free before they will be allowed to return to school. Children who have lice will be excluded from the Center, until the parents have treated the child, in an appropriate manner. The site LVN will check your child's hair after treatment and before he/she will be allowed to return to class.



Child Abuse Reporting

All School District staff members are required, by law, to report child abuse or suspected child abuse. As mandated by law, every employee of the district will be properly trained in child abuse reporting regulations yearly.



Preschool Student Study Team

The Preschool Student Study Team (PSST) at Orange Center Preschool is made up of the classroom teacher and supported by the school psychologist, the special education teacher, and the Speech and Language Specialist, when appropriate. The team meets to discuss concerns regarding student health, classroom performance or behavior if the teacher and parent have met and have determined that all means of support in the general education setting have not affected the student's progress. The team makes suggestions for parents or teachers to provide assistance to the student or makes a referral for further assessments. The preschool teacher is responsible for scheduling a PSST.

PARENT INVOLVEMENT & COMMUNICATION

It is very important that all stakeholders work as a team to make this school year a great one. With this in mind, the preschool staff will utilize many methods of communication in order to best inform parents of upcoming events in the classroom and inform the parents of ways that they can help. Memos/letters/notices to parents are all in their primary language. Items of interest are posted on the bulletin board. Parent Advisory Committee meetings are held where information is shared and training is given. Parent Conferences, formal and informal, are held in which information is given on ways parents can help their children at home. Please visit our website at www.orangecenter.org or download our app Google Play :

<https://play.google.com/store/apps/details?id=net.parentlink.orangecenterelementary&hl=en>

iTunes:



Parents Involvement

Evaluation studies of preschool programs have indicated that children whose parents become involved in their education make greater measurable gains. Therefore, parents are strongly encouraged to participate regularly in the classroom and attend parent meetings.

State Policy SB 792 states: Effective September 1, 2016, a person may not be employed or volunteer at a child care center or family child care center unless he or she has been immunized against influenza, pertussis, and measles or qualifies for an exemption. Unless an exemption applies, each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year. In addition, proof of a valid TB skin test must also be provided.

Prior to volunteering in a classroom or chaperoning a field trip, all adults must complete a *Megan's Law Clearance*. The *Megan's Law Clearance Forms* are located in the main office. Please complete the form and return to the main school office along with a copy of your driver's license. At the time you turn in your form. The classroom teacher will contact volunteers/chaperones once clearance has been received. A list of all "Cleared Volunteers/Chaperones" will be kept on file in the main office. The *Megan's Law Clearance* is required to be completed by all interested persons every new school year. Orange Center School District also requires for all volunteers and chaperones to read and sign the *OC Parent Volunteer & Chaperone Code of Conduct agreement*.



Parent Involvement and Education

Parent Involvement and Education means those activities specifically designed to include parents in the education of their children, help parents participate in the program and enhance their understanding of child development. Orange Center will provide the following Parent Involvement opportunities:

- Parent Orientation that includes topics such as program goals, objectives and parent handbook.
- At least two parent teacher conferences during the school year.
- Monthly parent meetings.
- *Megan's Law* form for parents in order for them to participate in school activities.
- Involvement in Parent Advisory Committee that advises on planning of preschool activities.
- Notes and flyers that children bring home to stay up to date with what is going on in school.
- Assessment of program by parents using *Desired Results for Children and Families Parent Survey*.
- Training opportunities for parents that foster effective and culturally sensitive communication with home, including communication with non-English speaker and give opportunities to assist in the instructional process both at school and home.
- Development opportunities for parents that provide information regarding parenting skills and home environments that support their children's academic efforts and their development as responsible members of society.
- Provide strategies that parents may use to improve academic success and learning at home.



Ways Parents Can Help

The Preschool Program will be greatly improved with your help:

- Help with homework and read library books.

- Visit the Center as often as you can. Watch your child working with the teachers and other children. See how much the children can do for themselves.
- Volunteer some of your time. Come to the Center and help. Children always need another hand to hold, a person to show their successes, someone to talk to, soothe their hurts, and/or to share their happiness.
- Ask your children about their day at the Center. Repeat some of the activities you have seen at the Center.
- Make instructional materials at home (Example: Prepare activities at home).



Preschool Parent Club & Parent Advisory Committee

Our Preschool Parent Club will encourage the planning of activities for students and educational opportunities for parents. The PPC meets the first Wednesday of each month (excluding December and January) in the preschool classroom at 3:00 p.m. The PAC will meet at least twice a year to discuss desired results for Children and Families Parent Surveys and to advise on the planning of preschool activities.

VOLUNTEER INFORMATION

Volunteers are an important part of our program whether they are parent volunteers or come to us from other sources. Below is a list of ways in which you can help in the classroom or at home:

1. Directing small group activities.
2. Helping serve snack/special occasions.
3. Helping with art activities.
4. Supervising playground activities.
5. Working with individual students.
6. Assisting students with clean up.
7. Preparing classroom materials at home.
8. Sitting and having conversations with children at snack and lunch.
9. Providing transportation to other parents on field trips and assisting on field trips.
10. Helping with special activities.
11. Serving on parent committees.
12. Helping with fundraising projects.
13. Helping orient new parents into the program.
14. Attending and supporting preschool functions.

On special occasions we encourage parents to bring a wholesome nutritious snack for the class, such as fresh fruits and vegetables, cheese, crackers, cereal, etc. We are trying to stay away from high sugar foods except for very special occasions. Better yet, coordinate with the teacher and come in someday and prepare a snack in the classroom with the kids.

We value your participation and contribution to our program. Please remember that children who are not enrolled in our program can not stay/visit in the classroom. Additional children can be distracting to the class. If you have other children, who are not yet ready for our program, please try to arrange for a babysitter when you are visiting or volunteering.

SUGGESTIONS FOR INTERACTING WITH CHILDREN

1. Sit down to work whenever possible.
2. Avoid unnecessary conversation with other adults in the room or yard.
3. Print children's name on the upper left-handed side of the paper using manuscript writing.

4. At mealtime have a quiet conversation with the children at your table.
5. During outdoor activities go where the children are. Adults should be spaced throughout the yard.
6. Go to a child and get his attention before giving directions. Please do not talk across the room.
7. Speak quietly.
8. Let children do things for themselves—serve their own food, do their own artwork.
9. Avoid commands and orders. Describe the situation. Say, "Your book is on the floor," instead of, "Pick up your book."
10. Praise by stating facts. Say, "You shared the blocks with John," or "You cleaned the table," instead of, "You are a good boy."

Our volunteer hours are valuable to us and need to be recorded. You can also record volunteer hours that you complete at home on the volunteer sheet posted in each classroom.

ADDITIONAL INFORMATION TO NOTE



Parent Visits to School

Parents are encouraged to visit their child's classroom at any time. Visits with with the teacher or other school staff members should be by appointment because this will assure that the persons or subjects you want to see are available when you visit. For the safety and protection of all students, **all visitors must first sign in at the elementary school office and obtain a visitor's pass before entering classrooms.**



Field Trips

Throughout the school year, students will occasionally attend field trips. Parent's permission slips **MUST** be signed and returned to school personnel prior to the trip. All standard rules of conduct and procedures used in the daily transportation of pupils will be observed and enforced on field trips unless otherwise stated by the bus driver. If we do not have a signed permission slip prior to the day of the field trip, your child will not be allowed to attend the field trip. **VERBAL PERMISSION OVER THE PHONE WILL NOT BE ALLOWED FOR FIELD TRIPS. THERE ARE NO EXCEPTIONS TO THIS RULE.**

Parents are often asked to accompany classes on field trips. All parents who choose to chaperone on field trips **MUST** provide proof of a recent TB (tuberculosis) test verification from their physician. While adult chaperones are allowed to ride the school bus, non-pre school children (siblings) are not permitted to attend field trips or ride on the bus. **THERE ARE NO EXCEPTIONS TO THIS RULE.**

Please refer to the Parent Involvement section for requirements to volunteer/chaperone.



Birthdays

If your child has a birthday during the school year, you may bring a special treat (to consist of one food item and one drink item) to be served at the end of the program. If you would like to bring a special treat, you must discuss the schedule with the Site Director/Teacher at least a week in advance to make sure there are no other scheduled events for that day. No other birthday activities will be allowed during preschool hours.

California Department of Education Appeal & Hearing Procedures for State Preschool Families

It is the intent of the Orange Center State Preschool Program to offer the best possible preschool services. In the case of a grievance, the following procedure is outlined by the California Department of Education, Child Development Division.

Appeal Procedures:

If the parent disagrees with the written decision from the Orange Center Preschool program (agency), the parent may file a request for a hearing with the program within (14) fourteen calendar days of the date of the adverse action was received.

1. Upon the filing of a request for hearing, the intended action shall be suspended until the review process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process.
2. Within 10 calendar days following the receipt of the request for a hearing, the agency shall notify the parent of the time and place of the hearing. The time and place of the hearing shall, to the extent possible, be convenient for the parent.
3. An Administrative staff person who shall be referred to as "the hearing officer" shall conduct the hearing. The hearing officer shall be at a staff level higher in authority than the staff person who made the contested decision.
4. The parent or parent's authorized representative is required to attend the meeting. If the parent or the parent's authorized representative fails to appear at the hearing, the parent shall be deemed to have abandoned his or her appeal. Only persons directly affected by the hearing shall be allowed to attend.
5. The agency shall arrange for the presence of an interpreter at the hearing if one is requested by the parent.
6. The hearing officer shall explain to the parent(s) the legal, regulatory, or policy basis for the intended action.
7. During the hearing, the parent shall have an opportunity to explain the reason(s) they believe the agency's decision was incorrect. The agency's staff shall present any material facts omitted by the parent.
8. The hearing officer shall mail or deliver to the parent a written decision within ten (10) calendar days after the hearing. If the parent is not satisfied with this action, the parent may follow the Appeal Procedure to the Child Development Division (CDD) below.

Appeal Procedure for Child Development Division (CDD)

If the parent disagrees with the written decision from the Orange Center Preschool (agency), the parent has 14 calendar days in which to appeal to the CDD. If the parent does not submit an appeal request to the CDD within 14 calendar days, the parents appeal process shall be deemed abandoned and the agency may implement the intended action.

The parent shall specify in the appeal request the reason(s) why he/she believes the agency's decision was incorrect. A copy of the agency's notice of intended action and written decision shall be submitted by the parent with the appeal request.

Upon receipt of an appeal request, the CDD may request copies of the basic data file and other relevant materials from the agency. The CDD may also conduct any investigations, interviews or mediation necessary to resolve the appeal.

The decision of the CDD shall be mailed or delivered to the parent and to the agency within thirty (30) calendar days after receipt of the appeal request. Mail this second appeal to:

California State Department of Education Early Education and Support Division Attention: Appeals Coordinator
560 J Street, Suite 220 Sacramento, CA 95814