Folsom Cordova Unified School District
Early Childhood Education Department

State and Federal
Preschool Program
Family Handbook 2020-2021

Funding provided by:
FIRST 5 SACRAMENTO
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
1965 Birkmont Drive, Rancho Cordova, CA 95742   916.294.9000
Dr. Sara Koligian, Superintendent

FCUSD BOARD OF EDUCATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

EARLY CHILDHOOD PROGRAM STAFF
2460 Cordova Lane, Rancho Cordova, CA 95670   916.294.9090

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacqueline Wyse</td>
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<td>916.294.9090</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Ext.610150</td>
</tr>
<tr>
<td>Lupe Fussell</td>
<td>School Readiness Coordinator</td>
<td><a href="mailto:LFussell@fcusd.org">LFussell@fcusd.org</a></td>
<td>916.294.9090</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Ext.610351</td>
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<tr>
<td>Sonia Davis</td>
<td>Administrative Assistant</td>
<td><a href="mailto:SDavis@fcusd.org">SDavis@fcusd.org</a></td>
<td>916.294.9090</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ext.610110</td>
</tr>
<tr>
<td>Andrea McDonald</td>
<td>Preschool Program Cat. Program Asst.</td>
<td><a href="mailto:AMcdonald@fcusd.org">AMcdonald@fcusd.org</a></td>
<td>916.294-9090</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ext.610116</td>
</tr>
<tr>
<td>Miho Sutherland</td>
<td>School Readiness/Preschool Clerk</td>
<td><a href="mailto:MSutheland@fcusd.org">MSutheland@fcusd.org</a></td>
<td>916.294-9090</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Ext.610117</td>
</tr>
</tbody>
</table>

www.fcusd.org
Dear Parents and Caregivers,

We want to take this opportunity to welcome you, your family and your child to our amazing California State Pre-school Program (CSPP) here in the Folsom Cordova Unified School District.

We are so happy to have your child as a part of this enriching experience. The research shows that children benefit from participating in high quality preschool programs. Our programs offer children environments and experiences that encourage active, playful exploration and experimentation, along with purposeful teaching to help children gain knowledge and skills in many areas. Our goal is to serve all children by providing appropriate curriculum and experiences for learning that help the child move forward on a pathway of healthy learning and development. In early childhood education, we strive to serve as a foundation for transition from preschool into TK, kindergarten and the years following by focusing on the following domains: social-emotional development, social interaction, relationships, language and literacy, English language development, mathematics, music, art, science and other areas for enrichment.

We look forward to partnering with you in helping your child to have the best experience possible.

Sincerely,

Jacqueline P. Wyse

Jacqueline P. Wyse, M. S. Education
Coordinator of Early Childhood Education
# TABLE OF CONTENTS

District Policies.................................................................................................................. 5
Day of Operation .................................................................................................................. 7
School Site and hours ........................................................................................................... 8
State Preschool Eligibility & Priority Enrollment................................................................. 9
General Policies and Procedures
- Attendance and Absence (Excused/Unexcused/Best Interest day) Policy .................................. 10
- Complain/Grievance Procedure ......................................................................................... 13
- Volunteering ....................................................................................................................... 14
- Discipline Policy ............................................................................................................... 14
- Class Schedule .................................................................................................................. 15
- Dress code ......................................................................................................................... 15
- Confidentiality ................................................................................................................... 16
- Custody Agreement ........................................................................................................... 16
- Personal Belongings .......................................................................................................... 16
- Field Trips .......................................................................................................................... 16
- Emergencies ...................................................................................................................... 16
- Nutrition Policy ................................................................................................................ 16
- Immunization Policy ......................................................................................................... 17
- FCUSD Policy for Incidental Medical Services ................................................................... 18

What will my child learn in preschool?
- Our philosophy of Education ........................................................................................... 20
- Program goals .................................................................................................................... 20
- Parents chat-parents advisory council ............................................................................. 20
- Preschool Learning Foundation (CDE) ............................................................................. 21
- Staff Qualification & Program evaluation ......................................................................... 22

Health and Social Services
- Developmental/Health Screenings and Social Services ..................................................... 22
- School Readiness Program ............................................................................................... 23
- What it school readiness? .................................................................................................. 23
- Play Group Program (0 to 3yrs) ...................................................................................... 24
- Pre-Kindergarten Summer Program (KinderCamp) .......................................................... 24

Parents Policy
- Parent’s and Guardian’s responsibilities .......................................................................... 25
- Reason for Termination ................................................................................................... 25
- Expulsion or disenrollment due to behavior ..................................................................... 26
- Acknowledge of Receipt .................................................................................................. 27
DISTRICT POLICIES

NONDISCRIMINATION
The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (EC 200, 220)

SEXUAL HARASSMENT POLICY
The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The district is committed to taking serious, immediate, and appropriate action with respect to violations of our sexual harassment policy. (BP S145.7)

AMERICANS WITH DISABILITIES ACT (ADA)
The Folsom Cordova Unified School District welcomes those with disabilities to participate fully in the programs, services and activities offered to students, parents, guardians and members of the public. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you, contact the district ADA Coordinator at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. [Government Code Section 54953.2; Americans with Disabilities Act of 1990, Section 202 (42 U.S.C. Section 12132).]

COMMUNICATION: OPEN DOOR POLICY
The Preschool Program sites have an open door policy. We invite you to drop in at any time. For the safety of all children, you must first sign in at the school office.

RELIGIOUS INSTRUCTION
State Law prohibits any form of religious instruction or worship within the classroom.

UNIFORM COMPLIANT PROCEDURE
Folsom Cordova Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. (5 CCR4630)
## PRESCHOOL CALENDAR

This calendar is subject to change, please check with your child’s teacher for updates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 12, 2020</td>
<td>First Day of School</td>
</tr>
<tr>
<td>September 7, 2020</td>
<td>No School—Labor Day</td>
</tr>
<tr>
<td>November 11, 2020</td>
<td>No School—Veteran's Day</td>
</tr>
<tr>
<td>November 21-22, 2020</td>
<td>Non student days-Parent Conferences</td>
</tr>
<tr>
<td>November 23 - 27, 2020</td>
<td>No School-Thanksgiving Break</td>
</tr>
<tr>
<td>December 21, 2020 — January 1, 2021</td>
<td>No School-Winter Break</td>
</tr>
<tr>
<td>January 18, 2021</td>
<td>No School-Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>February 15, 2021</td>
<td>No School-President’s Day</td>
</tr>
<tr>
<td>February 16, 2021</td>
<td>No School—Lincoln’s Birthday</td>
</tr>
<tr>
<td>April, 2021 (TBA)</td>
<td>Preschool Application Release Day</td>
</tr>
<tr>
<td>March 29 - April 5, 2021</td>
<td>No School—Spring Break</td>
</tr>
<tr>
<td>May 31, 2021</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>May 27, 2021</td>
<td>Last Day of School</td>
</tr>
</tbody>
</table>

Graduation days and times will vary. Please check with your site staff for information.
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

2020-2021 Instructional Calendar

Important Dates
- Aug 10 & 11: Teacher Work Days - No Students
- Aug 12: First Day of School for Students
- Sept 7: Labor Day
- Nov 11: Veteran's Day
- Nov 23-27: Thanksgiving Break
- Dec 21-Jan 1: Winter Break
- Jan 18: Martin Luther King, Jr. Day
- Feb 15, 16: President's Day/Lincoln (observed)
- Mar 29-Apr 5: Spring Break
- May 27: Last Day of School for Students
- May 28: Teacher Work Day

Semester Grading Periods
- 1st Quarter: Aug 12-Oct 9 (42)
- 2nd Quarter: Oct 12-Dec 18 (44)
- 3rd Quarter: Jan 4-Mar 12 (47)
- 4th Quarter: Mar 15-May 27 (48)

Trimester Grading Periods
- 1st Trimester: Aug 12-Nov 6 (62)
- 2nd Trimester: Nov 9-Feb 26 (61)
- 3rd Trimester: March 1-May 27 (59)

COLOR KEY
- YELLOW: First and Last Day of School
- BLUE: Teacher Work Days-No Students
- GREEN: Holidays
- GRAY: No School

FIRST Student Day: August 12
LAST Student Day: May 27

Board Approved 10/24/2019
## STATE & FEDERAL PRESCHOOL SITES AND HOURS

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>License Number</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rancho Cordova</td>
<td>Cordova Gardens Preschool</td>
<td>2400 Dawes St. Rancho Cordova, CA 95670</td>
<td>916.294.9115</td>
<td>(License: 343617651)</td>
<td>FRPM</td>
</tr>
<tr>
<td></td>
<td>Cordova Lane Preschool</td>
<td>2460 Cordova Lane, Room 7 &amp; 8 Rancho Cordova, CA 95670</td>
<td>916.294.9090</td>
<td>(License: 343616437)</td>
<td>FRPM</td>
</tr>
<tr>
<td></td>
<td>Cordova Meadows Preschool</td>
<td>2550 La Loma Dr., Room A-8 Rancho Cordova, CA 95670</td>
<td>916.294.9120</td>
<td>(License: 340318372)</td>
<td>FRPM</td>
</tr>
<tr>
<td></td>
<td>Cordova Villa Preschool</td>
<td>10460 Reymouth Dr., Room 26 Rancho Cordova, CA 95670</td>
<td>916.294.9125</td>
<td>(License: 340318374)</td>
<td>FRPM</td>
</tr>
<tr>
<td></td>
<td>Peter J. Shields</td>
<td>10434 Georgetown Dr. Rancho Cordova, CA 95670 AM:8:00-11:00 Only</td>
<td>916.294.9160</td>
<td>(License: 340318380)</td>
<td>FRPM</td>
</tr>
<tr>
<td></td>
<td>Rancho Cordova Preschool</td>
<td>2562 Chassella Dr. Rancho Cordova, CA 95670</td>
<td>916.294.9165</td>
<td>(License: 340318382)</td>
<td>FRPM</td>
</tr>
<tr>
<td></td>
<td>Williamson Preschool</td>
<td>2276 Benita Dr Rancho Cordova, CA 95670</td>
<td>916.294.9185</td>
<td>(License: 340318378)</td>
<td>FRPM</td>
</tr>
<tr>
<td></td>
<td>White Rock Preschool</td>
<td>10487 White Rock Rd Rancho Cordova, CA 95670</td>
<td>916.294.9180</td>
<td>(License: 3620932)</td>
<td>FRPM</td>
</tr>
<tr>
<td>Folsom</td>
<td>Theodore Judah Preschool</td>
<td>101 Dean Way K1 Folsom, CA 95630</td>
<td>916.983.1075</td>
<td>(License: 343605845)</td>
<td></td>
</tr>
</tbody>
</table>
ELIGIBILITY & PRIORITY ENROLLMENT

HOW TO ENROLL A CHILD IN PRESCHOOL

1. Applications - available at Cordova Lane Center Room 12
2. Appointment - Applications are only processed by appointment
3. Documents - Bring required documents to the appointment
4. Online - You will be notified via email to complete infoSnap online in order to start school
5. Notice of Action - Official letter will be mailed to you

QUALIFICATIONS

1. Gross Income - The Family Income Ceilings (before taxes) that must be met to qualify
2. Age - The Preschool Program enrolls children who at least will be 3 years old on or before December 1st of the current year. *December 2nd and After: on the child’s 3rd birthday or after, they may register and be enrolled if there is no waiting list.
3. Residency - Must live in California
4. Toilet trained—Children must be fully toilet trained unless a medical reason exists and a Physician’s note has been provided.

PRIORITIES FOR ENROLLMENT

1. Children who are at risk, receiving Child Protective Services, or experiencing Homelessness
2. Families with the lowest gross monthly income and a 4 year old child
3. Families with the lowest gross monthly income and a 3 year old child
4. Families with above eligibility income* and a 4 and 3 year old child
   (*Additionally 10% of families can qualify with 100% scale. Please inquire an amount.)
5. Children who are required Individualized Education Plan (IEP)
6. Families with a 4 year old child residence in the boundary of FRPM* school

REQUIRED DOCUMENTS

- Birth Certificates for all children under 17 years old in the family
- Proof of Family Income for the past 30 days prior to your appointment
- Physician’s Report must be completed and signed by Physician’s office dated within the last 12 months
- Yellow California Immunization Record Card or official print out from clinic
- Proof of Residency: SMUD, PG & E or Rental Agreement/Affidavit of residency
- Employer’s Address and Phone Number or Self Employment Packet (Available at office)
- Other documents if applicable

ALL CHILDREN MUST BE COMPLETELY TOILET TRAINED

All children must be completely toilet trained to attend our Preschool Program. A 30 day adjustment time will be in place for children starting our program. If your child has a medical condition, please notify the staff and have your child’s physician write a note on the Physicians Report.

A toilet trained child is a child who can do the following:
1) Be able to TELL the adult they have to go to the toilet BEFORE they have to go.
2) Be able to pull down their underwear and pants and get them back up without assistance.
3) Be able to wipe themselves after using the toilet.
4) Be able to get off the toilet by themselves.
5) Be able to wash and dry hands.
6) Be able to go directly back to the room without directions.
7) Be able to postpone going if they must wait for someone who is in the bathroom or if the class is outside.

*The children in our program may not be in “Pull-Ups” that teachers are not able to change them. If a child has an accident, they need to be able to fully clean and change by themselves. Our staff member and facilities are not licensed to handle children who are not completely toilet trained. If your child experiences repeated accidents after the adjustment time we will notify you of disenrollment.
ATTENDANCE POLICY

- Daily attendance will help your child develop a sense of trust and security during his/her Preschool experience.
- Students are to attend the entire 3 hour class and may only be signed in late or picked up early for: Illness, Doctor appointments, and only 3 transportation instances, before the child is dropped.
- Students must be signed in and out by an adult on the emergency card, using full legal signature.
- Sign your child in and out using your FULL legal signature with Black or Blue pen.
- You must write the accurate time next to your signature when signing your child in or out.
- Anyone picking up a child may be asked for photo I.D.
- If your child is signed in 15 minutes late or out 15 minutes late more than three times in a 30 day period, child may be dropped from the program.
- If your child is signed out late 3 times in a 30 day period, he/she may be dropped from program.
- If you leave your child at school longer than one hour after dismissal time, and we cannot contact you or one of the other authorized adults listed on the enrollment papers, the FCUSD School Resource Officer will be called and the child may be turned over to authorities.

ABSENCE POLICY

Please call your child’s teacher every day that your child will not be attending school. After three days of absences where there has been no contact from the family, an attendance letter will be mailed home. Continued absences without parent notification to teacher may result in a second letter and disenrollment.

Poor attendance disrupts the child’s success in school and the program. If a child misses school too often, the Program may send a warning letter. If the child continues to be absent or has irregular attendance totaling 15 days, the Program may send a Notice of Action letter to terminate services and disenrollment of the child.

EXCUSED ABSENCES

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board Policy, and Administrative Regulations (Education Code 460010, 48216, 48205, and Board Policy 5113). These include:

- Illness/Quarantine of a child or parent/guardian
- Medical Appointments (Please bring in a copy of Doctor’s note if possible.)
- Court ordered visitation (Copy of court order must be on file with Preschool office.)
- Court ordered appearances
- Family Emergency
- Catastrophic events such as fire, flood, earthquake, tornado...
- Accident
- Death in immediate family
- Instances beyond family’s control
- Transportation: 3 instances of late arrival or early pick up in a 90 day period will be excused if you live over a mile from the Preschool site. After 3 transportation absences, the next absence will be unexcused.

BEST INTEREST of the Child Days –limited to 10 days per school year, include:

- Family requested vacations
- Child spending time with family members or friends
- Any activity that is clearly in the best interest of the child
LEAVING THE PROGRAM
Please give a two week notice if you plan to leave the program. Notify your child’s teacher and the office. When we know that you are leaving, we are able to give the space to a waiting family. See page 12 for appeal procedure.

UNEXCUSED ABSENCES
Unexcused absences include all absences that do not meet the excused absence criteria. When a parent/guardian calls the teacher, the absence will be noted on the sign-in sheet for the day. Parents/guardians may also write the reason for the absence on the sign-in sheet on the date the absence occurred. If, after three days, there has been no contact from the parent/guardian, the teacher will make every effort to contact the family. If a child has unexcused absences for more than two weeks or irregular attendance totaling 15 days, the child will be dropped from the program.

ILLNESS
Children will be visually screened when they arrive in the morning if they exhibit any symptoms of illness they may/will be sent home. Children who are unable to participate in the normal Preschool activities, including being able to play outside, will be sent home. In the event a child becomes ill or unable to participate in activities and needs to be picked up, the parent/guardian will be called and are expected to come pick up the child within one hour.

A child who shows signs of illness should be kept home. Please call your child’s teacher when your child will be absent. If your child should contract a contagious condition or disease, such as head lice or chicken pox, please notify the preschool teacher immediately so we can notify Health Services and parents of possible exposure.

Please do not send your child to school if he/she has any of these symptoms:

- Temperature of 99.6 degrees or above within the last 24 hours. Child may return to class after 24 hours fever free without the aid of fever reducing medication.
- Coughs interfering with sleep, causing vomiting or spitting up mucous. Child may return when cough is no longer interrupting the classroom’s daily activities and they can cover their mouth with their elbow.
- Diarrhea within the last 24 hours.
- Sore throat.
- Persistent pain, including earaches, stomach pain, tooth, pain on urination, or injured limbs.
- Rashes that itch, are blister-like, weeping and/or accompanied by a stiff neck, enlarged glands.
- Conjunctivitis (Pink-eye)
- Any illness requiring antibiotics—child may return 24 hours after they have had the first dose and can participate in normal Preschool activities, including outside play.
- Mucus must be clear and does not affect child’s presence in class.

Children may return to Preschool when they are symptom free and can comfortably participate in all normal activities including outside play.
APPEAL PROCEDURE

The parent/guardian has the right to appeal a Preschool Program decision (see the Notice of Action form (CD-7617). To protect the right to appeal, the parent/guardian must follow the instructions described below:

- Complete the appeal information as found on the reverse side of the Notice of Action.
- Mail or deliver the written local hearing request within 14 days of receipt to the FCUSD Preschool Office.
- Within 10 calendar days following the agency’s receipt of the appeal request, the agency will notify the parent/guardian of the time and place of the hearing. The parent/guardian or an authorized representative is required to attend this hearing. If the parent/guardian or representative does not attend the hearing, the parent/guardian abandons the right to appeal, and the action of the agency will be implemented.
- Within 10 calendar days following the hearing, the agency shall mail or deliver to the parent/guardian a written decision.
- If the parent/guardian disagrees with the agency’s written decision, the parent/guardian has 14 days from the receipt of the decision to file an appeal with Early Learning and Care Division (ELCD). The appeal must include the following document, and information:
  1. A written statement specifying the reasons you believe the agency’s decision was incorrect.
  2. A copy of the agency’s decision letter.
  3. A Copy of both sides of the Notice of Action.

Mail the appeal to: California Department of Education
Early Learning and Care Division
1430 N Street, Suite 3410
Sacramento, CA 95814
Attn: Appeal Coordinator
Phone: 916-322-6233

Within 30 calendar days after the receipt of the appeal, ELCD will issue a written decision to the parent and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon the receipt of the ELCD decision letter.

PLEASE NOTE: If the parent/guardian does not respond by the required due dates or fails to submit the required appeal information with the appeal request, the appeal may be considered abandoned.

Note: A original of your Notice of Action was given to you for your records.
The Board of Education recognizes that parents, guardians, students, employees, advisory committee members, or other members of the community may have questions, seek information, desire to make requests, and express complaints regarding district policies and procedures of state and federal programs. A complaint in this sense is a request for action to resolve conflict. The complainant is the person affected or represents the person affected. A parent complaint about a student should first be discussed with the teacher and then with the Director of the program. If the complaint is not satisfactorily resolved, the next step is to file an official complaint with the district Compliance Officer, through the Uniform Complaint Procedure.

Direct the complaint to:
1965 Birkmont Drive, Rancho Cordova, CA 95742
Phone 916-294-9000

A discrimination complaint must be written and filed within six months of the occurrence or when first acknowledged distinct staff will resolve the complaint through mediation or will investigate and provide a written report to the complainant. If resolution is not reached at the staff level, the matter may be taken to the distinct Board of Education. The time period for the district staff and/or Board response may not exceed 60 days. If the written report still does not resolve the complaint, the complainant may appeal to the California Department of Education within 15 days of the district reports issuance. If the Department of Education is unable to resolve the complaint, complainants may seek local civil law remedies. Uniform Complaint Procedures have been established (Board Policy 1312.3) and may be obtained from the Personnel Office. Programs and services covered by the Uniform Complaint Procedures include, adult education, general and basic education, preschool, state and federal programs, special education, ROP, non discrimination, gender equity requirements, and civil rights guarantees. This notice is provided annually to parents and student, school and district advisory committee members, all district employees and to other interested parties. This notice is provided in English and is also available Spanish, Russian and Armenian on our district website. www.fcusd.org

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<table>
<thead>
<tr>
<th>GRIEVANCE</th>
<th>How to Initiate</th>
<th>Local Responsibility</th>
<th>Local Responsibility</th>
<th>State Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRIEVANCE</td>
<td>Parents and Providers</td>
<td>Any agency policy or practice</td>
<td>Determined by agency policies</td>
<td>To resolve the grievance based on agency policies</td>
</tr>
<tr>
<td>APPEAL</td>
<td>Program beneficiary (parents)</td>
<td>Any agency action that determines the benefits accruing to a parent or child</td>
<td>Sign the appeal form on the Notice of Action and forward to the local agency</td>
<td>Conduct a local hearing regarding the appeal and make an initial decision</td>
</tr>
<tr>
<td>COMPLAIN</td>
<td>Anyone</td>
<td>Any law or regulation that the Department of Education is authorized to enforce</td>
<td>A written and signed letter alleging the violation of the law or regulation the Department is authorized to enforce received by the EESD Appeals Coordinator.</td>
<td>If an LEA 2 1. Inform everyone concerning the complaint process 2. Process the initial complaint and render an initial decision If a non-LEA 1. Inform everyone of the process</td>
</tr>
</tbody>
</table>

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1. The description on this table only refers to complaints that the Early Education and Support Division (EESD) is authorized to investigate and resolve. Complaints involving employer/employee issues should be referred to Fair Employment and Housing complaints involving discrimination or civil rights violations of clients or providers should be forwarded to the Department’s Office of Equal Opportunity; complaints regarding licensing violations should be forwarded to the regional office of Community Care Licensing.
2. LEA: Legal Education Agency (such as county offices of education and school districts)
VOLUNTEERING

Families are encouraged to volunteer in our classrooms. Please come to the Preschool Office for a volunteer packet and instructions. A negative TB test administered within the last 4 years is mandatory. Immunizations must be up to date per SB792.

Preschool is a place for learning. When a parent/guardian volunteers in the classroom, the children look up to them as a “teacher.” Some of our personal dress styles that we use at home may not be appropriate while working with three and four year old children in the classroom. Therefore, please keep the following in mind when you are volunteering:

- No heavy perfume or cologne. (We have students with severe asthma and allergies.)
- Please dress in appropriate “Business Casual” attire. Blouses and shirts must cover the midriff. Skirts and shorts must meet the fingertip length when standing. No shirts depicting: Drugs, alcohol, offensive words or drawings.
- Shoes must be secured on feet. No flip-flops or open toed shoes.
- Please turn your cell phone off while in the classroom or assisting with supervision on the playground.
- Wear the Volunteer ID badge while working in our Preschools. (Please leave your badge in the classroom when you leave.)
- Sign in and out at the campus office each day you volunteer.
- All parent volunteers must be up to date with their immunizations in order to volunteer.

BEHAVIOR STANDARDS/DISCIPLINE INTERVENTION POLICY

Children enrolled in the FCUSD Preschool Program are assured discipline practices that maintain their personal rights under Sect. 101223 of Child Day Care General Licensing Requirements authorized by Community Care Licensing. Adults/preschool staff members are responsible for practicing discipline techniques that include the following guidelines:

- Each Child will be treated with dignity and be made to feel safe and secure.
- No child will experience corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature.
- Adults will use proper reactions to undesirable behavior.
- Adults will show students how to respond properly in the classroom.

The Preschool Program uses:

- Redirection- Asking a child to make a different “good” choice.
- Problem solving- Having child think about the poor behavior and making a plan to solve it.
- Staff and family working together to correct behavior problems.
- If behavior problems continue, a plan of action will be discussed at a parent/teacher conference or during a Child Study Team meeting. The plan of action may include the following solutions: positive redirection, lesson modification, behavior support plans, and/or include social/emotional teaching strategies.
### SAMPLE CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 to 8:15 AM</td>
<td>Arrival/Greeting, Attendance/Wash Hands</td>
</tr>
<tr>
<td>8:15 to 8:30 AM</td>
<td>Circle Time: Calendar/ Music/ Lesson</td>
</tr>
<tr>
<td>8:30 to 9:10 AM</td>
<td>Breakfast Served (Family Style)</td>
</tr>
<tr>
<td>9:10 to 10:05 AM</td>
<td>Art/Lessons/Centers/Journals</td>
</tr>
<tr>
<td>10:05 to 10:10 AM</td>
<td>Clean Up</td>
</tr>
<tr>
<td>10:10 to 10:30 AM</td>
<td>Outside Play/Music/Dance</td>
</tr>
<tr>
<td>10:30 to 10:55 AM</td>
<td>Story Time/Sharing</td>
</tr>
<tr>
<td>10:55 to 11:00 AM</td>
<td>Dismissal to parent/guardian</td>
</tr>
</tbody>
</table>

This is a sample of a typical day. Each teacher plans the months activities based on appropriate curriculum. The Preschool Program uses: *Benchmark*, Handwriting Without Tears, Second STEP: Social-Emotional Skills for Early Learning, Social Science, Science, and Math. We explore many cultures and holidays to introduce students to our multicultural community.

### DRESS CODE

Your child will be involved in many different kinds of indoor and outdoor activities. Remember to dress your child for outdoor fun, and messy play. **Please label all jackets, sweaters, and sweatshirts with your child’s name.** Please send an extra set of clothing to be kept in your child’s cubby. This will ensure your child will be dry and comfortable throughout the day.

**Children should wear:**
- Play clothes that can get dirty.
- Sturdy shoes that completely cover feet and have non-slip soles: tennis shoes/sneakers
- Layers for cold weather

**Children should NOT wear:**
- Sandals or flip flops
- Jewelry
- Costumes/dress up clothes
**CONFIDENTIALITY**

Personal information about children will not be released to any person except under the following conditions:

- A court order, filed and stamped, is presented for the release of information.
- An officer or employee of the Federal Government, State of California, County or City requests the information in the course of their duties.
- An officer or employee of a public or private guidance or welfare agency, where the pupil is a client, requests the information in writing.
- The legal parent or guardian requests the information in writing.

Records (Example: Attendance, sign in/out sheets) regarding a child are released only with prior written approval by the parent/guardian submitted to the Preschool Office.

**CUSTODY ARRANGEMENTS**

The preschool staff will not become involved in any child custody disputes. Our records and resources are not available unless required by a current court subpoena. This information must be requested in writing to the Preschool Office only.

**PERSONAL BELONGINGS**

Please do not send your child to preschool with toys, games, etc. except on their share day. A special time for sharing varies with schools and teachers. **PLAY WEAPONS ARE NEVER ALLOWED.** Check with your child’s teacher for more information about sharing days. Please label all items with your child’s name. Lost or broken items will not be replaced by the Preschool Program.

**FIELD TRIPS**

Whenever children are engaged in activities away from the center, no teacher shall be in charge of a group of more than 12 children. Your teacher will notify you ahead of time when your field trips are planned. No fees can be charged. We will need parent volunteers who have been properly fingerprinted and cleared to assist with any approved field trips, and follow all district policies and guidelines.

**EMERGENCIES**

We work very hard to ensure children’s safety. In the case of emergency, we follow FCUSD emergency protocol. In the event of an emergency, the automated phone calling system will be used to notify you of the most up to date information regarding the emergency situation. Every month, emergency drills are conducted at all school sites. Frist Aid kits are placed in each classroom. Teachers are trained for lockdown and certified for CPR and first aid. Please inform school office and teacher as soon as possible if there is any changes on the emergency contact list.

**NUTRITION POLICY**

Our preschool program serves a nutritious breakfast or snack in class. Our meal/snack meets the nutritional standards and dietary guidelines required for participation in the National School Lunch program. The meal/snack will be served to the child at *no cost.* *The parent/guardian must fill out a School Lunch form at selected sites.

If you have a child with a disability, allergy or medical condition: NSL requires a written statement from a doctor for children with food allergies.

1. Have your child’s doctor fill out: Medical Statement to Request Special Meals and/or Accommodations
2. Families may send a snack from home in respect of preferences, cultural, or religious beliefs.
3. The snack must include nutritional items.
4. Families are discouraged from sending high sugar/or high fat content foods.
5. Candy and gum are not allowed at school.

Food and drink preferences that are not documented on a Medical Statement form can not be accommodated.

For Class Parties: Please ask the teacher before you donate food items for class. *In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)
IMMUNIZATIONS

California law requires children to be immunized. Children are exempt from immunization requirements only if a parent or guardian submits a written statement from a licensed physician (M.D. or D.O.) which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated
- Which vaccines are being exempted
- Whether the medical exemption is permanent or temporary.
- If the exemption is temporary, an expiration date no more than 12 calendar months from the date of signing.

UNCONDITIONALLY ADMIT a pupil age 18 months or older whose parent or guardian has provided documentation of any of the following for each immunization required for the pupil’s age as defined in table above:

- Receipt of immunization.
- A permanent medical exemption in accordance with 17 CCR section 6051.
- A personal beliefs exemption (filed prior to 2016) in accordance with Health and Safety Code section 120335.

CONDITIONALLY ADMIT any pupil who lacks documentation for unconditional admission if the pupil:

- has commenced receiving doses of all the vaccines required for the pupil’s age (table below) and is not currently due for any doses at the time of admission
- has a temporary medical exemption from some or all required immunizations (17 CCR section 6050).

CALIFORNIA IMMUNIZATION REQUIREMENT FOR 18 MONTHS THROUGH 5 YEARS OLD

<table>
<thead>
<tr>
<th>3 POLIO</th>
<th>4 DTaP</th>
<th>3 Hep B</th>
<th>1 Varicella</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or After the 1st birthday:</td>
<td>1 Hib</td>
<td>4</td>
<td>1 MMR</td>
</tr>
</tbody>
</table>

IMM-230 (1/19) California Department of Public Health Immunization Branch-ShotsForSchool.org

PHYSICAL EXAMINATION

- Each child is required to have a record of complete and current (within the previous 12 months) physical examination within the first 30 days of enrollment.
- A physical exam is required **ANNUALLY**. You will be notified by staff if it becomes expired.
- Your child will be temporarily excluded from school after 30 days until the physical examination form is received. Staff is available to assist families in locating a doctor, if needed.
- The physical exam should be recorded by the doctor on the preschool physical exam form.
- A returning child will need a physical exam one year from the date of original exam.
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT BOARD POLICY (5141.33):

**HEAD LICE**

Any head lice infestation needs to be determined by looking closely through the student's hair and scalp. Students with the nit or/and live lice may complete the school day, but may not return to school until the parent/guardian verifies the complete treatment. If the family is unable to afford treatment, the student will be referred to the health program office.

To better manage and limit the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school nurse or designee. The school nurse or designee shall examine the student. An infestation shall be determined by looking closely through the hair and on the scalp for viable nits or live lice.

If nits are found but there are no live (crawling) lice on the hair or scalp, the parent will be notified and provided with information about treating head lice. The school nurse or designee shall reexamine the student within 7-10 school days.

If live (crawling) lice are found on the hair or scalp, the parent/guardian shall be immediately notified. The parent/guardian shall be provided information on the biology of head lice, methods of eliminating the infestation, and directions to examine household contacts for lice and nits.

Parents/guardians of students with live head lice shall be required to verify treatment as soon as possible after notification, and before the student is returned to school. If the parent/guardian is unable to afford treatment, the student will be referred to the Health Programs office.

Affected students shall be discouraged from direct head-to-head contact with other students. Students identified with live lice may complete the school day, but may not return to school until the parent/guardian verifies that the lice have been treated. The school nurse or designee shall provide in-service education to staff regarding how to manage head lice and/or nits in the classroom.

The school nurse or designee shall notify parents/guardians in the affected classroom to encourage them to check their children and to treat, if appropriate, and/or examine others who may have had direct head-to-head contact with the affected child. Staff shall notify parents/guardians of affected classrooms as often as needed to attempt to prevent the spread of lice.

Information about head lice shall be sent home to all parents/guardians at the beginning of the school year.

Additionally, information about head lice shall be available in the school office in a manner and location convenient to parent access.

Staff shall maintain the privacy of students identified as having head lice.

**ADMINISTRATION OF ANY MEDICATION AT SCHOOL**

The school does not supply medication of any type. All medication needing to be taken at school must be provided by the student's parent or guardian. *Students are not allowed to have any type of medication in their possession at any time.>*

Medication can be given to a student during the school day only if it is absolutely necessary to maintain that student in school. Designated school personnel will administer the medication to a student provided that the school office has received the following:

- A district medication consent form signed by the doctor (physician) for prescribed medication.
- A district medication consent form signed by the parent/guardian for “over the counter” medication.
- The medication is sent to school in the original “over the counter” or pharmacy prescription container.
- Medication is brought to the school by a parent, or designated adult.
- Refills of medication are the responsibility of the parent/guardian.
- All medications will be held in a locked location, in the original container labeled with the student’s name.
- Parents need to be in constant communication with the office when their children are on daily medication, or at any time they are concerned, even if the medication is not given during the school hours. Please inform the teacher if your child is taking a medication that may affect his/her behavior.
- Parents are responsible to pick up any remaining medications at the end of the school year, or the left over medication will be discarded.

**NO MEDICATION CAN BE ADMINISTERED WITHOUT ADHERENCE TO THE ABOVE PROCEDURES!**

* Students with asthma are allowed to carry an inhaler only if there is a written statement from the child’s Physician indicating that it is necessary for the student to carry an inhaler on his/her person.*

If you are in need of a medication consent form, they are located at: www.fcusd.org under Departments, Health services in the contents section under forms. All forms are also available in the Preschool office.
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT (FCUSD) PRESCHOOLS PROVIDE THE FOLLOWING INCIDENTAL MEDICAL SERVICES:

1. Administration of inhalers to preschool students as needed
2. Administration of Epipen to preschool students as needed
3. Basic First Aid in presence of minor injuries

ADMINISTRATING INHALED MEDICATION:

Preschool staff and school nurse provide parents/guardians with a standard form called “authorization for the administration of medicine by school personnel”. This form includes parents’ request for the administration of inhaler prescribed by a physician and their phone numbers and address as well as the physician’s note including instruction for the inhaler administration and their signature. In addition, the form includes medication name, dosage, route of administration, physician’s instruction as well as possible side effects of the medication. Furthermore, the prescribing physician will need to submit a note regarding instruction for the proper storage of the medication as well as actions that may need to be taken in case of side effects or incomplete treatment response. A copy of the above form will be kept in the student’s file.

Staff who is responsible for the inhaler administration will receive proper training from the school nurse. Training will include general use of nebulizer and inhalers, cleaning the equipment, proper storage, identifying side effects, child’s response to the medication, and when notifying parents/guardians. At least one trained staff needs to be present in the classroom every school day.

School nurse will provide the staff an “Emergency Care Plan for Asthma” which includes student’s name, emergency contact, preferred hospital, medication name, signs of asthma attack, step by step instruction for administration of the inhaler, assessing student’s response to the medication and parents’ notification.

EPIPEN AND EPIPEN JR. ADMINISTRATION:

The parents who have kids with the Epipen, need to submit the Epipen administration form filled out by the child’s physician. This form need to have the parents’ permission as well as the physician note regarding the indication, dosage, storage, side effects and other instructions for administration of the Epipen.

Staff who may need to administer Epipen Jr. and/or Epipen will need to go through annual Epipen training performed by school nurse. The training will include:
   a) Indication for administration
   b) Calling 9-1-1
   c) Following directions/instructions for injection as prescribed by physician
   d) Proper administration of Epipen during emergency situations
   e) Observation for the student’s respond to Epi pen
   f) Repeat the dose and starting the CPR as needed
   g) Proper storage of the medication

Epipen will be kept in a locked cabinet in the classroom away from heat and light and accesses by all trained staff.

The school nurse will provide staff with the Emergency Care Plan for allergy reactions and Epipen administration. The care plan includes child’s name and his/her parents’ emergency contact information, preferred hospital, signs of allergy reactions, calling 911, and step by step instructions for administration of Epipen.

Staff needs to notify parents/guardians/caregivers immediately. They also need to do debriefing of the incident with the school nurse and school administrator.

In addition, staff will need to fill out an incident report in the proper log. Parents need to replace the medication as soon as possible.

FIRST AID

1. All preschool staff will complete biannual CPR & First Aid Training for the adult and children
2. All preschool classrooms are equipped with First Aid kit.
3. The First Aid kit is located in an unlocked place accessible to all the staff.
4. Staff will notify the parents after any incident and will fill out the incident report.
5. Staff are not allowed to apply any topical lotions or medication to the injured area. They may clean the area with water and apply band aid and cold compress.
6. They need to monitor the child closely and call 9-1-1 if needed

Transporting the medication with the student in a disaster situation

All medications will be carried in a secure container. Students’ medications plus the physicians’ note will be put individually in another small container with a label including the name of the student, name of the medication, student’s grade and name of the teacher. One of the staff trained for the administration of medication shall be responsible to carry the main container to where the students are and bring it back after the emergency situation has been resolved.

BLOOD GLUCOSE MONITORING FOR THE CHILDREN WITH DIABETES

Blood glucose monitoring at the school site can be done under the following conditions:

1. Staff needs to have written permission from the parents to allow them to do the blood glucose monitoring on the students.
2. Staff needs to have written instructions from the child’s physician including the reason for the test, critical and normal values and proper actions and interventions.
3. Emergency care plan for the hypo and hyperglycemia needs to be available for the staff.
4. Staff needs to be trained by the school nurse on how to use, clean and store the glucometer in a safe place.
5. Staff needs to enter the blood glucose values in a log and keep it for the record.
6. Staff needs to follow the standard precautions and discard the waste material properly.
EDUCATIONAL PHILOSOPHY

The education program at FCUSD Preschools are:

1. Developmentally, linguistically, and culturally appropriate.
2. Inclusive of children with special needs.
3. Encouraging of respect for the feelings and right of others.

We support the development of children’s language, social-emotional, cognitive/intellectual, and perceptual/Physical development by:

- **Language Development** through early literacy activities using the Benchmark curriculum. Promoting interaction, and language use among children, and between children and adults.
- **Social-Emotional Development** use of second step curriculum, including experimentation, inquiry, observation, play, and exploration.
- **Cognitive, or Intellectual Development** is supported through practice in speaking, exploring books, and playing academic games.
- **Perceptual and Motor Development** Promoting each Child’s physical development by providing sufficient time, and indoor and outdoor space, equipment, materials, and guidelines for active play and the *Handwriting without Tears* curriculum.

PROGRAM GOALS

<table>
<thead>
<tr>
<th>Personal and social skills</th>
<th>Physical and motor skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual strengths and differences</td>
<td>Academic kindergarten readiness</td>
</tr>
</tbody>
</table>

Parents are invited to become involved in the classroom by:

- Reading stories and helping with small group activities
- Sharing family traditions like preparing your favorite foods
- Talking about their jobs and other special skills or talents
- Sharing: music, dance, stories, clothing, etc. that reflect the family’s heritage

At home, families can:

- Take children to museums, parks, cultural events, and family celebrations to teach socialization and life skills
- Read 1000 stories to your child before they start kindergarten
- Talk often with your child, using positive, and encouraging words

PARENT CHATS-PARENT ADVISORY COUNCIL

Parents are invited and encouraged to attend Parent Chats (3 sessions offered) and Parent Advisory (quarterly) discussions. Attendance at three is required (Parent Orientation, Parent Teacher Conference, and one choice). These talks give important information to parents, and they help the Preschool Program to improve. For example, parents have the chance to:

- Get tips on reading literacy, child development, positive discipline, ages & stages, health, nutrition
- Suggest topics for parent workshops
- Learn ways to become involved in school
- Learn things to do at home that help children to be successful in school

Parent Advisory meetings will be held quarterly at Cordova Lane Center, Early Childhood Education. Ask you child’s teacher about Parent Chats and Parent Advisory discussions, or call the Preschool Office at 916.294.9090 for dates.
### Social and Emotional
- Self: Awareness, Regulation, Understanding, Empathy & Caring, and Initiative in Learning
- Social Interaction: With Adults, peers, groups and Cooperation and Responsibility
- Relationships: With Parents, Teachers, Caregivers and Friendships

### Language and Literacy
- Listening and Speaking: Language use and Conventions, Vocabulary, Grammar
- Reading: Concepts about Print, Phonological Awareness, Alphabetics and Word/Print Recognition, Comprehension and Analysis of Age-Appropriate Text, Literacy Interest and Response
- Writing: Writing Strategies

### English-Language Development
- Listening: Listen with understanding,
- Speaking: Use nonverbal and verbal strategies to communicate with others. Begin to understand and use social conventions in English, use language to create oral narratives about their personal experiences.
- Reading: Demonstrate an appreciation and enjoyment of reading and literature, show an increasing understanding of book reading, demonstrate understanding of print conventions, demonstrate awareness that print carries meaning, demonstrate progress in their knowledge of the alphabet in English, demonstrate phonological awareness.
- Writing: Use writing to communicate their ideas.

### Mathematics
- Number Sense & Math Operations
- Algebra and Functions: Classification and Patterning
- Measurement, Patterning, Shapes
- Geometry

### Visual and Performing Arts
- Visual Art
- Music
- Drama
- Dance

### Physical Development
- Balance
- Locomotor Skills
- Manipulative Skills
- Fine Motor Skills

### Perceptual-Motor Skills and Movement Concepts
- Body, Spatial & Directional Awareness
- Science
- Cause and Effect

### Active Physical Play
- Active Participation
- Cardiovascular Endurance

### Health
- Healthy Habits: Basic Hygiene, Oral Health, Knowledge of Wellness, Sun Safety
- Safety: Injury Prevention
- Nutrition: Nutrition Knowledge, Nutrition Choices, Self-Regulation of Eating

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"There are many little ways to enlarge your child’s world. Love of books is the best of all.”

— Jacqueline Kennedy
STAFF QUALIFICATIONS

- **Site Supervisors** have: a) an AA or 60 units including 24 units in Early Childhood Education or Child Development, 6 administration units, and 2 adult supervision units; or, b) a valid multiple subject credential with 12 units of Early Childhood Education/Child Development, 3 units supervised field experience in Early Childhood or Child Development setting.

- **Teachers** have a Child Development Teacher Permit at minimum:
  - 24 units in Early Childhood Education and 16 units of General Education

- **Associate Teachers** have a Child Development Associate Permit and at least
  - 12 units in Early Childhood Education and/or Child Development.

- **Instructional Assistants** have completed, at least
  - 6 units of Early Childhood Education or Child Development.

* Staff-Child Ratio: State preschool offers an 8 to 1 ratio for our 3 through 5 years old children. ([SCCR18290](#))

* All Preschool Program staff members and Category II volunteers must clear a fingerprinting background check by the Department of Justice and demonstrate current TB clearance.

STAFF DEVELOPMENT

Preschool Program is committed to providing quality early childhood education. Our teachers and staff are highly skilled, qualified, and hold the appropriate credential/permit required by the state of California.

- We support our staff’s ongoing professional development by assessing their needs, and providing workshops and activities to enhance their professional growth and development.

- We use ongoing two-way internal communication mechanisms that include, email, phone, newsletter, and monthly staff meetings to provide staff with information necessary to carry out their respective duties.

PROGRAM EVALUATION

The California Department of Education (CDE) requires an annual program self-evaluation that includes, at least: a review by program staff and parents; Parent Surveys; Desired Results Development Profiles (DRDP); and Early Childhood Environmental Rating Scales (ECERS) and CLASS* (Classroom Assessment Scoring System) Furthermore, CDE also conducts a compliance monitor review every 3 years.

*DRDP is a tool developed by the CDS, ELCD, to assess children’s development. The DRDP assessment is conducted through observation of children during play activities, and routines, rather and through “testing” of children.

*Class is an observation tool that focuses on the effectiveness of classroom interactions among teachers and children.

HEALTH /DEVELOPMENTAL SCREENINGS AND SOCIAL SERVICES

We offer a health and social services components for all families. If your family has health and/or social services needs, we encourage you to discuss those needs with your child’s teacher, our family resource specialist, or the program director. Our preschool will provide you with referrals to appropriate community agencies, based on your specific needs.

We use The ASQ-3 and ASQ-SE developmental screenings to help guide and keep track of a child's growth and development. Vision, hearing and dental health screenings are offered each year.

COMMUNITY INVOLVEMENT

Our preschool actively engages with our local community, and encourages community involvement by providing our services for children, and families. Preschool staff posts important flyers at each site, such as:

- Public service announcements
- Family events in the community
- Parents and adult education activities

- Program schedule
- Menus
- Licensing information
SCHOOL READINESS PROGRAM

The Folsom Cordova Unified School District has partnered with First 5 Sacramento and other community groups to bring school readiness activities, programs and resources to families, child care and preschool providers in the Rancho Cordova Community. Our focus is on families that have children from birth to 5 years, with the goal of helping children be better prepared to start kindergarten with the skills necessary to learn, be successful throughout their school years and into life. Parents, the school district, local community agencies, child care providers and preschools all have a responsibility to deliver the experiences needed for school readiness.

WHAT IS SCHOOL READINESS?

The years from birth to age five are a time of significant growth and change. In these years children develop basic knowledge, understanding, and interests they need to become successful learners. A child’s school readiness includes five major areas:

- S ocial development (play and friendship)
- P hysical and motor development (play, sensory, health, nutrition, safety and well being)
- E motional development (expressing feelings, mental wellness)
- L anguage and communication development (interaction, communication, listening and speaking)
- L earning (music, art, cognition) experiences and interventions during the first 5 years of life.

The SPELL spring board provides children with the necessary skills to start school and be ready to learn. You and your family will benefit from a child who loves learning. Your child will be happier and a more successful life-long learner if he or she starts school ready to learn. As your child’s first and most important teacher, you hold the key to their future successes.

FIRST 5 SPONSORED PROGRAMS

RAISING A READER

School Readiness offers the national family literacy, Raising A Reader, program to support Rancho Cordova children readiness for school. Through the program, parents will take a bag of books home to read to their child/children of any age. Raising A Reader is available through the Playgroup and Preschool programs only.

FAMILY FUN NIGHTS

A bi-monthly family event for children from birth to 5 years of age and their families. Fun school readiness activities with good food and story reading. Family Fun Nights are the 3rd Friday of every other month from 5:30 – 7:00 pm. For more information call 294.9090 Ext. 610117. Family Fun Nights are co-sponsored by FCUSD School Readiness and Birth & Beyond.

LATINO FAMILY LITERACY

School Readiness offers another national program, Latino Family Literacy, for Spanish speaking parents. The program encourages parents to develop a family reading habit, improve English skills and Spanish literacy skills, and strength parent/child relationship.
SCHOOL READINESS PLAYGROUP

A FREE year round weekly playgroup for children from birth to 3 years with parents) or caregiver. Playgroup staff deliver school readiness curriculum for the children while providing a wide variety of school readiness, parenting, and health care resources to parents and caregivers. NO APPOINTMENT IS NECESSARY!

9:00-11:00 AM locations are:
Monday: White Rock Elementary
Tuesday: Cordova Lane Center
Wednesday: Cordova Villa Elementary School

3:30-5:30 PM location are:
Tuesday: Cordova Meadows Elementary School
Thursday: Williamson Elementary School

FAMILY LITERACY
FCUSD Adult Education—Qualified adult students can receive FREE Playcare (childcare) available for children ages 0-5 during the class.

8:45-12:00 AM
Monday-Thursday: Walnutwood High school

ELIGIBILITY
1. Live within the FCUSD boundaries
2. Have a Child(ren) between birth and 5 years old registered in the State and Federal Preschool Program.

PRE-KINDERGARTEN SUMMER PROGRAM (KinderCamp)

Each summer we run a FREE 4 week Kinder Camp program at different Elementary Schools to prepare for Transitional Kindergarten and Kindergarten.

The program is designed to:
- Help transition children to kindergarten
- Promote growth in language and literacy,
- Familiarize parents with kindergarten and school readiness. *Please call 916.294-9090 Ext. 610117 for more details.

ELIGIBILITY
1. Child must be registered to attend a FCUSD Transitional (TK) kindergarten or kindergarten in the fall.
2. Priority placement is given to children who have never had a preschool experience.
3. Children who are English language learners or children who may need a little extra help and are referred by a preschool teacher.
POLICY AND PROCEDURES

PARENT/GUARDIAN RESPONSIBILITIES:

- Must attend Preschool Orientation.
- Must **sign in** your child on time every day **using your FULL signature. (No initials!)**
- Must **sign out** your child on time every day **using your FULL signature. (No initials!)**
- Must **use FULL legal signature on all forms with Black or Blue pen (No pencils allowed).**
- Children will **ONLY** be signed in/out to adults over 18 years of age who are listed on the emergency card.
- Valid photo identification may be asked for at sign out.
- Must keep emergency contact information current notify the office within 5 days of a change, including phone numbers and addresses.
- Must call the child’s teacher if the child will not be at school.
- Must give two weeks notice for withdrawal from program.
- Must attend the Parent/Teacher Conferences.
- Must complete the state-mandated Parent Survey.
- Must attend 3 of the 5 Parent Information Meetings/Parent Chats given throughout the year.
- Must inform when the income exceed 85% of SMI
- Must advise staff of special needs including, but not limited to: food allergies, Health/Medical Concerns, Individual Education Plans (IEPs) and 504 Plans.
- The Parent/Guardian has the right to discuss any concerns with the teacher, and if not resolved, to contact the administrator at 916.294.9090.
- Parent/Guardian should read to their child 10 minutes per day and help their child with homework projects.

REASONS FOR DISENROLLMENT/TERMINATION FROM PROGRAM

A child may be Disenrolled from the Preschool Program for a number of reasons, including, but not limited to:

- Parent/Guardian’s failure to submit proof of eligibility documents.
- Failure to communicate to the Preschool Office changes which may affect or relate to enrollment, including, but not limited to, address, telephone number, or emergency contact information (Emergency Card).
- Failure to notify within 5 days if there is any change which may affect eligibility status, including, but not limited to, income, CalWORKs status, change in employment status, marital status, family size, residence, etc.
- Failure to provide full signature for both daily sign-in and sign-out sheets.
- Excessive unexcused absences
- Child or Parent/Guardian use of abusive or foul language towards children, other parents, staff, or Director.
- Causing injury to another child or staff member.
- Child’s behavior poses a threat to the physical or emotional well-being of other children or staff.
- Violations of California Education Code regarding firearms, alcohol, drugs, physical altercations, theft, and destruction of property, immoral conduct, etc.
- Violations of California Penal Code Section 71 regarding the threatening of public officer, employees and school officials (this constitutes a felony and could also be cause for criminal arrest).
- Parent/Guardian or Child behavior that is threatening, disruptive, physical, or disrespectful to the classroom, fellow students, Preschool Staff or Administrator/Director.
- Parents/Guardians or Children do not follow the rules and policies of the Preschool Program which are included in this handbook.

When services are terminated the family will be notified by telephone, in person and a Notice of Action will be mailed/handed to the family, stating the reason or reasons for termination of child development services.
EXPULSION OR DISENROLLMENT DUE TO CHANGING SERIOUS BEHAVIOR

Per CDE Management Bulletin 18-06(August 2018), the following steps will be taken prior to expelling or disenrolling a child for persistent and serious challenging behavior:

1. Consult with the child’s parents or legal guardians and teacher to maintain the child's safe participation in the program.

2. Inform the parents or legal guardians of a child exhibiting persistent and serious challenging behaviors of the process that the CSPP will use to assist the child in order to safely continue to participate in the program.

3. If the child has an IEP or IFSP, and with the parent or guardian’s written consent, consult with the local educational agency (LEA) or the local regional center on how to serve the child.

4. If the child does not have an IEP or IFSP, consider (a) completing a universal screening including social and emotional development, (b) referring the parent or guardian to local community resources, and (c) implementing behavior supports, before referring the child to the LEA to request an assessment to determine the child’s eligibility for special educating support and services, including a behavior intervention plan.

5. If after following and documenting the reasonable steps referred to above to foster the child’s safe participation, and concerns about safe participation remain, the contractor will consult with the child’s parents or legal guardians, the child’s teacher, and if applicable, the LEA providing special education services to the child.

6. If the contractor determines that the child’s continued enrollment would present a continued serious safety threat to the child or other enrolled children the contractor shall refer the parents or legal guardians to other potentially appropriate placements such as Resource and Referral agencies and programs, or other local referral services available in their community.

7. Once the reasonable steps outlined above have been completed, the contracting agency may then disenroll the child, subject to the due process requirements and procedures identified in 5 CCR sections 18119-18122.

*Only Tear off the next page and turn it in to the teacher at orientation or first day of school*