

PROSPECT AVENUE STATE PRESCHOOL HANDBOOK



Exploration is curiosity put into
action.

-Dan Walsh

WELCOME TO PRESCHOOL



PLEASE SIGN AND RETURN

Please take time to read through this handbook. Please return the acknowledgment statement to your child's preschool teacher. Thank you! Please make sure you keep your handbook as a resource throughout the year.

I have read and understand the Santee School District State Preschool Parent Handbook.

Student's Name: _____

Teacher's Name: _____

Signature of Parent or Guardian

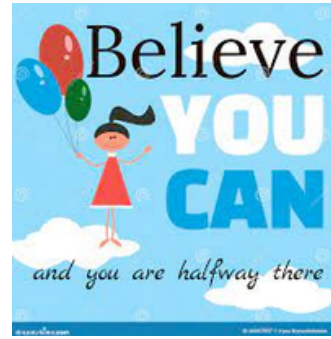
Date

PROGRAM INFORMATION

- **Staff:** The Prospect Avenue State Preschool Director and program secretary work out of the district office, and visits the program frequently. The principal and vice principal of Pride Academy are available to help oversee the day to day operations of the program. Each class has a fully certified teacher and instructional assistant(s) to meet the adult/child ratio of 1:8, which is required under state guidelines. A school nurse and other specialists also collaborate with the state preschool program to meet the needs of students.
- **Program Operation:** The State Preschool program operates five days per week, Monday through Friday, following the regular school calendar. The program is closed during school vacations and holidays. Students who participate in the program are served a full breakfast or lunch. The breakfast or lunch program is subsidized, there is no charge to families. Please make sure you have a current meal application on file. Our preschool team requests that children do not bring snacks to school. If there is a special occasion please work with your child's teacher in advance to plan this.



PHILOSOPHY



- Meet the individual developmental needs of each child
- Nurture each child's self-esteem and relationships with other children
- Provide a safe, healthy environment where children feel free to discover and learn
- Encourage problem solving skills and decision making abilities
- Introduce music, art, literature, friendship and creative play
- Offer trainings and developmental information for parents

Our preschool program follows the standards in the Preschool Learning Foundations. These foundations focus on four domains: Social-Emotional Development, Language and Literacy, English-Language Development, and Mathematics.



A Day in the Life of your Preschool Child

Each day the teachers plan for and provide many varied activities to promote growth. Our program uses the Learning without Tears curriculum as part of their day. Children have the opportunity to engage in the following activities throughout the school year.

- Language and Early Literacy Skills
- Early Math Skills
- Read Alouds
- Gross and Fine Motor Activities
- Science and Exploration
- Music and Rhythm
- Problem Solving
- Dramatic Play
- Health, Safety and Nutrition



ENROLLMENT ELIGIBILITY

Eligibility guidelines are established by the California Department of Education.

- The **first priority** for services shall be given to three-year-old or four-year-old children who are recipients of child protective services or who are at risk of being neglected, abused, or exploited and for whom there is a written referral from a legal, medical, or social service agency.
- Once the legal set aside for children with exceptional needs is met the **second priority** for services shall be given to all three- and four-year-old children with exceptional needs from families with incomes below the income eligibility threshold. This priority is for children with exceptional needs that are enrolling in CSPP after the percent of funded enrollment set-aside pursuant to paragraph (1) of subdivision (c) of EC Section 8208, is filled.
- The **third priority** for services shall be given to eligible four-year-old children who are not enrolled in a state-funded transitional kindergarten program
 - Children shall be enrolled in the following order:
 - Eligible children with the lowest income according to the income ranking on the most recent Schedule of Income Ceilings shall be enrolled first.
 - If two or more families have the same income ranking according to the most recent schedule of income ceiling eligibility table, the child that has a primary home language other than English shall be enrolled first.
 - If there are no families with a child that has a primary home language other than English, the child that has been on the waiting list for the longest time shall be admitted first.
- The **fourth priority** shall be given to children from families whose income is no more than 15% above the income eligibility threshold
 - Priority will be given to three and four year old children with exceptional needs beyond the number of students set aside. Four year old children will have priority over three year old children.
- The **fifth priority**, A CSPP site operating within the attendance boundaries of a qualified free and reduced-price meals school, in accordance with EC Section 8217, may enroll any three- and four-year-old children whose families reside within the attendance boundary of thqualified elementary school. These children shall, to the extent possible, be enrolled by lowest to highest income.
- Transitional kindergarten children enrolling in CSPP for extended care.

REGISTRATION

Parents must complete registration requirements before a child can be considered eligible for enrollment.

- Complete the application form
- Supply all necessary verification data: birth certificate for child, immunization record, most recent month of income verification and two current proofs of residency.

During your registration appointment you will need to bring:

- Verification of immunizations
- Current information verifying monthly income. This can be a statement of earnings which accompanies paystubs from an employer and must include date of check, period of payment, and adjusted earnings. When payment is in cash, verification may be a written statement by the employer. Verification of public assistance should be provided if the family receives funds through the county welfare department of Social Security Income (SSI). Child support is to be reported as income.
- Birth Certificate
- Verification of a complete physical. Verification from a doctor of the child's health, if a physical has been done within the last twelve (12) months. If the child has not had a recent physical, parents may wish to make arrangements for one so it can be done as soon as the child is registered and enrollment status is verified.
- Verification of residence. Rental, utility, mortgage and telephone billings are acceptable documents to establish residence.
- Court Restraining Orders: Should restraining orders be necessary between parents of a child at the preschool, it is necessary for the preschool to have a copy of the court document. Where no official document exists, our staff are obligated to release the child to either parent. Please contact our principal at PRIDE Academy at Prospect Avenue School if you have any questions regarding this procedure.

If your child is a returning student you will need to update income verification, proof of residence and any changes to household size, and an updated physicians report.

BEHAVIOR GUIDELINES

Our behavior philosophy is designed to help each child learn self monitoring strategies and responsibility for their own actions. The staff interacts with children in a consistent, respectable, and positive manner, modeling respectful interactions for students. Preschool is a time for children to learn and grow, and that includes learning from mistakes.

In order to create a safe and nurturing learning environment for all students we:

- Intervene before a conflict develops
- Develop age appropriate expectations
- Reinforce positive actions
- Model what expected behavior looks and sounds like
- Model and encourage self monitoring skills
- Model how to resolve conflict
- Redirect children from an area where continuous conflicts occur
- Encourage children to express their needs

Our staff will work collaboratively with you to support your child for both social-emotional learning and academics.



CLOTHING

Learning through play is a big part of the state preschool program. Children will be engaged in both indoor and outdoor activities daily. Clothing should be appropriate for this type of play. It should be comfortable, and able to withstand occasional paint or dirt stains. Preschool activities are often “messy,” and also a lot of fun!

Please make sure to label all coats, sweaters, and jackets with your child’s name. For safety reasons, strapless back or open toe shoes may not be worn. The school endeavors to protect all personal property however, money and articles of real or sentimental value should not be brought to preschool.



HEALTH INFORMATION

Healthy children learn better and your cooperation is essential. In order to assist in maintaining children's health, the following things are required for admission:

- **Immunizations:** The immunizations below must be up-to-date before enrollment can be completed:
 - **DTaP:** Your child needs four doses – Last dose must be administered after second birthday.
 - **Polio:** Your child needs three doses –Last dose must be administered after second birthday.
 - **Hep B:** Your child needs three doses
 - **MMR** (measles, mumps, rubella): Your child needs one dose after his/her first birthday
 - **Varicella** (chicken pox)Your child needs one dose or health care provider–documented varicella disease or immunity
- **Medical Examination:** Your child must have a medical examination within one month of enrollment.
- **Tuberculin Skin Test:** It is recommended that all parents as well as children have proof of negative tuberculin skin test or chest x-ray on file in the PRIDE Academy School health office.
- **Medication:** If your child has medication that needs to be administered while they are at school, please obtain a medication form from the Pride Academy School health office. The amount and time of each dosage must be written on the form along with the date and period of time the medication is to be given and signed by a physician. Only medication prescribed by a physician, in the original container with instructions printed on the label will be administered. All medication taken at school must be under the supervision of a designated school employee. Under no circumstances will a child be permitted to bring their own medication to school and/or administer it to themselves. This policy applies to cough drops, Tylenol, and vitamins as well as to prescribed drugs.
- **Head Lice** – Since children play closely together, a child may come home with head lice. The symptoms include itching, scratching and fidgeting more than usual. Please check your child's head for any tiny mites or dandruff like eggs which cause the itching. A special shampoo for head lice can be obtained from your pharmacist and must be used before your child can return to school. Please notify the preschool staff immediately upon discovery of head lice. This will help to prevent further outbreaks. Before returning to class your child needs a release statement from the school Health Clerk.

HEALTH INFORMATION CONTINUED

- **OUCH Reports/First Aid** – If your child has a minor scrape or bump, we will send home a copy of our “ouch report”, this will include a short description of what occurred. Treatment is limited to ice packs, washing with soap and water or providing bandages. If you notice an injury and there is no accident form, please inform the teachers. Parent’s will be notified of all head injuries, and the child will be observed closely. A special head injury form will be filled out by the staff and put in your child’s cubby.
- **Allergies** – Please list all your child’s allergies on their registration papers. Be sure to include all food allergies, sensitivities to insect stings and allergies to medication.
- **Illness Information** – For the health and well-being of all children enrolled in our program, **please do not** send your child to school if they shows any sign of illness. A child must be fever free for **24 hours** before returning to school. Children who vomit or have diarrhea during the night or in the early morning should stay at home until free of symptoms for **24 hours**.
- **Sick at School:** If your child has a fever or displays other symptoms of illness while at school, you will be notified to pick them up. Please do not bring your child back to school until they are free of the symptoms for 24 hours. Our criteria for sending a child home:
 - Green or yellow discharge from nose and eyes or any discharge from the ears, also;
 - Diarrhea
 - Vomiting
 - Fever greater than 100°
 - Rashes which appear to be chicken pox, impetigo, or measles
 - Excessive crying or complaints that your child’s ears, tummy or other areas hurt
 - Head lice, scabies or other suspicious symptoms

There is always a staff member certified in CPR and First Aid on campus.

ATTENDANCE

Preschool is the perfect time to set your child up for future academic success by ensuring they attend school on a daily basis. It helps establish routines, and how important school is. When we look at parent transfer requests for kindergarten attendance is a big part of that decision.

As discussed above, we want children to stay home when they are ill. If your child will be out please notify the preschool for each day a child is unable to attend, along with the reason for the absence. Please call the PRIDE Academy a school office at 619-956-5200 and they will contact the preschool.

Please be sure to report any communicable diseases to our office so that other parents may be notified. All parents will be notified if two or more children in our center come down with the same symptoms. Please keep us posted on the nature of your child's illness and the length of time you expect your child to be out of school.

There are two types of absences:

- **Excused absences** consist of illness or quarantine of the child or parent, family emergency, court-ordered visitations, or **best interest days**. According to State Requirements and program regulations students in the state preschool programs are allowed ten (10) "**Best Interest**" days per program year for vacation, family visits, etc. Any absences in excess of ten (10) days, and not included under excused absences are considered unexcused, Some examples of best interest days are:
 - Vacation, out of town
 - Special time with a friend or relative
 - Special event, such as religious holiday, birthday, etc.
 - Best interest days that exceed the allowed 10 days per year
 - Other reasons which are clearly in the best interest of the child.
- **Unexcused absences** may include:
 - Inconsistent transportation
 - Getting up too late
 - Personal family Business

ATTENDANCE

Abandonment of Care:

(a) For purposes of this section, “provider” includes an individual, family child care home, or center-based entity that provides subsidized preschool services directly to children.

(b) When the family has not been in communication with the provider for seven consecutive calendar days and has not notified the provider of the reason the family is not using services, the provider, if not the contractor, shall promptly notify the contractor.

(c) Using the contact information on file, the contractor shall attempt to contact the parent through a variety of communication methods. At least one communication attempt shall be in writing, which may be through electronic methods. The contractor shall keep documentation of all communication attempts, including a copy of all written communication, in the family data file. The contractor shall inform the parent in these communications that failure to communicate with the contractor or provider may result in termination of preschool services.

(d) The contractor shall issue a notice of action to disenroll the family on the basis of abandonment of care when there has been no communication with the provider or the contractor for a total of 30 consecutive calendar days.

DUE PROCESS PROCEDURES

After enrolling in the program you will receive:

- **Notice of Action, Application for Services:** A written decision to approve services is communicated within thirty (30) calendar days of the date the application is signed by the parent(s).
- **Notice of Action, Recipient of Services:** Parents will receive written notice (at least 14 calendar days before the effective date of the intended action) if existing services to the family will be altered.

Parents have the right to appeal adverse actions:

- Parents have 14 calendar days from the receipt of the Notice of Action to file a request for hearing if the parent disagrees with an action. This hearing request shall cause the action to be suspended until the review process is completed.

Uniform Complaint

- Complaints that are based on allegations that the district is failing to adhere to state or federal regulations governing categorical programs or complaints based on allegations that the district has discriminated on the basis of ethnic group identification, religion, age, sex, color, physical or mental disability must be filed in accordance with the district's uniform complaint procedure. The Santee School District promotes prompt, fair, and constructive communication in an attempt to resolve complaints against school district program.

DUE PROCESS CONTINUED

Nondiscrimination: Statement of Nondiscrimination (Rehabilitation Act of 1973 §504: Title VI, Civil Rights Act of 1964 and Title IX, Educational Amendment Act of 1972): The district has a policy of non-discrimination on the basis of sex. This policy applies to all students, insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. The lack of English speaking skills is not a barrier to admission to or participation in district programs. Reasonable accommodation is made for all handicapped students. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school appeals may be made to the Assistant Superintendent of Educational Service.

Sexual Harassment: State and federal laws require school districts to notify parents and guardians of minor pupils of parental rights. The following information require that parent notification be made annually. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature by someone in an educational or work setting. If the behavior 1) has an effect on academic status or progress, 2) has a negative impact upon work or academic performance, 3) creates an intimidating, hostile, or offensive work or educational environment or, 4) is used as a basis for determining the availability of benefits, services, honors, programs, or activities. It is a violation of state law.

Child Abuse/Unusual Incident Reporting: Each staff member is obligated by law to report to the Department of Social Services any injury to any child which requires medical treatment of any unusual incident or student absence which threatens the physical or emotional health or safety of any child. They are also required by law to report any suspected physical or psychological abuse of any child. All such suspected abuse will be reported to Child Protective Services without notification of the parents.

State Licensing: According to licensing regulations in Title 22-Chapter 1, the Department of Social Services, upon presentation of proper identification, has the right to enter and inspect our facility at any time, with or without advance notice, to secure compliance or prevent violation of licensing regulations.

PARENT INVOLVEMENT

Orientation: Parent orientation is held a few days before the first day of school. This is an opportunity for you and your child to meet the preschool staff. There will also be family and community resources set up for families to investigate.

First Day: It is sometimes just as difficult for a parent to face the separation from their child on the first day of school as it may be for the child to separate from the parent. It is normal for a child to go through a period of adjustment during a big change in their life. Change is part of a child's growth, and one of the first big changes your child will encounter is starting school. If your child cries when you are saying goodbye, please know they will be okay. Often times a child only cries for a few minutes after you leave and then is ready to participate.

Parent Access: Parents have the right to visit unannounced and observe any time during the preschool day. The staff welcomes input from parents about the care of their children, the curriculum, facility, etc. We believe that parental involvement is crucial to developing and maintaining a quality program. In order to encourage parental involvement Santee School District State Preschool has partnered with PRIDE to be part of all parent involvement activities. We will also offer specific parent education for preschool age children.

Parents are encouraged to become actively involved in the education of their children by volunteering at school. Opportunities are available to assist the classroom teacher and students in many ways. Volunteer guidelines, procedures, and applications can be found on our website at www.santeesd.net under Human Resources, Forms, and Volunteer handbook. Call your local school for further information. **All visitors must check in at the school office upon arriving at school.**

To assure that every child is safe and learning, "No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512). The Santee School District's Governing Board has policies in place to support this. (Board Policy 1250)

PARENT INVOLVEMENT

Conferences: Parent/teacher conferences are scheduled in the Fall and Spring of each year. This is an opportunity to discuss your child's strengths, likes and dislikes, styles of learning and developmental progress. You will work together to set goals for your child's continued growth and development. The conferences are very important as they help ensure that we are working together to best meet the needs of your child. Parents can always request a meeting at other times throughout the year if you have any questions or concerns regarding your child.

School Site Council: Preschool parents have the opportunity to run for School Site Council (SSC) at Pride. Preschool needs are discussed during these meetings.

Weekly Newsletters: Families will receive a weekly newsletter via email discussing events happening at Pride. There are many opportunities for parent and student involvement as part of the Pride community.

Parent Trainings: Our program will send home information on trainings offered on our school campus, at the district, and in the local community.

Surveys: Each year you will receive a survey asking for feedback about our preschool program. Our team analyzes the survey results, and uses them to make programmatic changes.

Refrain from Religious Instruction: Prospect Avenue State Preschool refrains from religious instruction and worship.

PARENT INVOLVEMENT

Meeting the Developmental Milestones! Parents and teachers want children to be the best they can be! The following are simple things parents can do to encourage healthy development:

- Give your child lots of love and attention! Regardless of the child's age, hugging and listening are important ways to show your child they matter!
- Talk, sing, play, eat, and read with your child. You will learn a lot about your child's interests and skills during these times.
- READ, READ, READ. Children who are read to have a larger vocabulary as they enter school. Reading also provides children with new perspectives about the world they live in, and is a great brain exercise!
- Develop consistent and easily understood rules. Reward behaviors you want to see your child do more.
- Limit TV and video time to no more than 1 to 2 hours per day; opt to read or play with your child instead!
- Don't be afraid to ask for help or more information. Your child's teacher is a wonderful resource, so connect with them and develop strategies together.
- Ensure that your child is eating healthy, nutrient-rich foods.
- Encourage your child to figure things out by experimenting, exploring, and predicting whenever appropriate, and as much as possible. The idea is to create critical and creative thinkers.
- Run, jump, skip, and play with your child. Exercise is essential to physical development, and is one more opportunity to connect/bond with your child.

EMERGENCY AND SAFETY PROCEDURES

Certain guidelines are necessary for the protection of all children. Emergencies, including illness do occur. You should be prepared to either pick up your child immediately or arrange for someone else on their emergency contact to do so. Each parent is required to complete an emergency information card which is kept on file. Below is the information we require:

- Names and phone numbers of at least two adults who can pick your child up from school in the event of injury, illness or emergency.
- Name and phone number of physician (or exemption card on file).
- Name of adults (over 18 years of age) who are authorized to sign child in and out of school. Children will not be allowed to leave with any person other than those given written authorization by the parent or guardian.

Please make sure the adults listed on the emergency contact are aware that you have listed them.



EMERGENCY AND SAFETY PROCEDURES

Safety of children must be foremost when dropping off and picking up your child from school. Please observe the following procedures during arrival and dismissal:

- Parking is available on Ellsworth Lane
- Please do not park in the driveway entrance to the preschool or in parking spaces inside fence.
- Please do not leave small children unattended inside your vehicle.
- Please do not park in the circle driveway, buses use the driveway and it also must be kept clear for emergency vehicles at all times.
- Help children walk on the sidewalk and use the gate when entering or leaving school.



If you are unable to pick your child up from school please follow the procedures below:

- Telephone the preschool and report the nature of the emergency.
- Arrange for another adult to pick up your child and inform the preschool of who it will be if they are not on the "authorized" emergency list.
- When a child has not been picked up and no parent contact has been received, the following steps will be taken:
 - Staff will try to contact the parent.
 - If parent cannot be reached, staff will contact an emergency contact.
 - If unable to reach an emergency contact, the child will be brought to the main office on PRIDE Academy's campus.
 - Santee Sheriff's Department will be contacted if continued efforts to arrange pick up are unsuccessful. When the police assume responsibility for a child, the child is taken to:

Polinsky Children's Center
9400 Ruffin Court
San Diego, California
Phone: (858) 514-4600

OUR TEAM

Classroom Teachers



Mrs. Brigida



Ms. Graham



Mrs. Judd

Any questions?



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