



POWAY UNIFIED SCHOOL DISTRICT

**STATE PRESCHOOL
PARENT HANDBOOK**



EDUCATION PROGRAM

Poway Unified School District's (PUSD's) State Preschool program is developmentally, linguistically and culturally appropriate. It is inclusive of children with special needs. It encourages respect for the feelings and rights of others. It supports children's social and emotional development and provides for the development of each child's cognitive and language skills. The program promotes each child's physical development by providing indoor and outdoor space, equipment, materials, and guidelines for active play and movement. It promotes and maintains practices that are healthy and safe.

Just like Transitional Kindergarten/Kindergarten through 12th grades, preschool has Learning Standards for

Social Emotional Development, Physical Development, Reading/Writing Readiness, Listening/Speaking, Mathematics, Science, History/Social Sciences, and Technology. The Standards are on the PUSD website for your review: <http://powayusd.com/preschool>.

In addition to the standards, the State Desired Results goals for children and families include:

- Children are personally and socially competent
- Children are effective learners
- Children show physical and motor competence
- Children are safe and healthy
- Families support their child's learning and development

LICENSING

PUSD's State preschool program is licensed by the State Department of Social Services/Community Care Licensing. These regulations (Title 5 & 22) establish health and safety standards for childcare centers. A licensing analyst has the authority to inspect the facility and interview children in care. The findings of each visit are posted on the parent bulletin board or a copy can be requested from the teacher.

For the safety of your child, PUSD follows the Department of Social Services, Community Care Licensing and PUSD regulations that require staff members to complete a rigorous background screening, which includes screening for criminal records. All staff members are required to obtain a health screening and T.B. test clearance.

We pride ourselves on maintaining low teacher/child ratios, which allow more opportunities to provide individual attention to each child.

The PUSD Licensed Preschool program uses Title 5 ratios which are 1:8 Adult to Child ratio, 1:24 Teacher to Child ratio.

OPEN DOOR POLICY, PARENT INVOLVEMENT AND EDUCATION

The preschool has an open door policy that encourages parents to participate in daily activities.

- There is an orientation for parents that includes topics such as program philosophy, program goals and objectives and program activities.
- There are at least two (2) individual conferences with each child's parent(s) per year. During these conferences, staff and parents share information concerning children's progress.
- Parent participation is recommended 2 days per month. Parents who volunteer in the classroom need to complete the PUSD volunteer application, submit immunization records for TDaP, MMR and Flu shot, provide TB testing results, agree to Megan's Law Background Check, and sign the Volunteer Code of Conduct. Siblings are never allowed to accompany adults on their day to participate.
- Regular parent meetings and parent education opportunities are scheduled and advertised throughout the year.
- Parents will be invited to the PUSD Preschool Parent Advisory Council.

PROGRAM EVALUATION, STUDENT ASSESSMENT

PUSD's State Preschool program is funded by the California Department of Education, which requires an annual evaluation of childcare and development services. PUSD uses the following tools to evaluate the program annually, increase program quality standards and to plan and deliver developmentally appropriate activities:

- Screening results from the Ages and Stages Questionnaire (ASQ), which is completed by parents and classroom staff to screen for developmental milestones
- The Desired Results Development Profile (DRDP), which is completed twice a year (within 60 days of enrollment and every six months thereafter) and assesses the developmental progress of each child
- The Desired Results Parent Survey, which is completed twice per year, giving the program access to information about parents and their level of satisfaction
- The Environment Rating Scale, which measures the implementation of program quality standards once a year

HEALTH AND SOCIAL SERVICES

The preschool helps identify the needs of children and families for health or social services; refers children and/or families to appropriate agencies in the community based on the health or social service needs; and conducts follow-up procedures with the parent to ensure that the needs have been met.

PUSD Resource Nurses advise and support the preschools. They monitor health and physician-ordered care. They provide staff development in medication administration and work with parents to develop specialized health care plans. All preschool staff members have First Aid,

CPR, and AED certifications. PUSD's Caring Connection Center is available to provide counseling support and referrals for families. PUSD provides educational assessments through the Preschool Assessment Team if a need is identified.

COMMUNITY INVOLVEMENT

Preschools solicit support from and partner with community services, agencies, businesses, and individuals in order to benefit enrolled children and families. Preschools provide information to the community regarding the services available. Parents will be invited to the PUSD Parent Advisory Council.

NUTRITION

The preschool program includes a nutrition component that ensures that children are served one free meal per class for 3-hour classes and two free meals for 6 hour classes. The meals are culturally and developmentally appropriate and shall meet the nutritional requirements specified by the National School Nutrition program. Preschools partner with PUSD's Food & Nutrition program to provide nutritionally balanced meals. Parents complete applications for free/reduced priced meals. Nutrition education is a component of the preschool.

STAFF DEVELOPMENT

PUSD is committed to quality early childhood education. All staff members hold or are eligible for appropriate credentials/permits required by the State Office of Education. We support continuous staff growth by providing professional development opportunities to enhance their growth. Our staff members are evaluated annually. We have internal communication systems that include email and phone to provide staff with information necessary to carry out their respective duties.

ELIGIBILITY & ADMISSIONS PRIORITY

Eligibility

To be eligible, a family must meet at least one of the following circumstances:

- Family with referral from Child Protective Services
- Family is homeless
- Family is income eligible
- Family is a current aid recipient.

First Priority:

3- or 4-year-old children referred by a legal, medical, social services agency, transitional shelter, emergency shelter, Head Start program or Local Education Agency liaison for homeless children and youth.

Second Priority:

1. Income eligible 4-year-old children (who will have their 4th birthday on or before December 1)
2. Income eligible 3-year-old children (who will have their 3rd birthday on or before December 1)

If income is the same, the following priorities will be utilized:

- Children identified as limited-English proficient
- Children with Individualized Education Plans (IEPs)
- Children whose special circumstances may diminish their opportunities for normal development
- Children not otherwise eligible for participation (based on space availability).

DUE PROCESS PROCEDURES

Notice of Action (Application for Services)

A written decision to approve or deny 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.

Parent Request for a Hearing

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.

TERMS AND CONDITIONS

PUSD's State Preschool program and classes are subject to availability at a particular school. The District has the right to discontinue these services at its discretion or if funding is discontinued. If the services are not available or are discontinued at a particular school, the program may be available at another site.

ATTENDANCE REQUIREMENTS

Children enrolled in state-funded preschool attend three hours per day, Monday through Friday. Children enrolled in a state-funded/Head Start collaborative class attend six hours per day, Monday, Tuesday, Thursday and Friday; the class meets for 3 hours in the morning on Wednesdays.

Attendance Verification

- Daily sign-in/sign-out sheets document attendance. Parents' full signatures, including times of arrival and departure, must be included.
- Any absence for illness longer than five (5) days will require a note from the student's doctor before readmission to the classroom.
- Parents must inform the preschool teacher within 5 days about the reason for the absence.

Reporting Absences

Excused absences (Per PUSD Board Policy and Ed. Code 45194, 48205.)

- Illness or quarantine of enrolled child
- Illness or quarantine of parent
- Funeral of an immediate family member (Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the enrolled child's immediate household)
- Court-ordered visitations (must be pre-approved by Director with court order on file)
- Medical, dental, optometrist or chiropractic appointment for enrolled child or parent

Best Interest Days (BID) - 10 per year

- Family emergency
- Illness or quarantine of sibling
- Transportation problems, weather conditions
- Vacation or Family Reunion
- Observation of a holiday or ceremony of his/her religion (upon advanced written request and approval)

Unexcused Absences*

- Child did not feel like coming to school
- Woke up late (parent or child)

*Child may be terminated from the preschool class after five (5) unexcused absences.

LATE PICK-UPS

A late pick-up fee will be assessed when a child is left beyond the preschool's operating hours. The late pick-up fee does not constitute an agreement for the pre-school to provide after hours service. Chronic lateness at closing time may be grounds for termination of enrollment.

Late pick-up fees will be charged as follows:

- 00 to 10 minutes late, the late pickup fee is \$1.00 per minute
- 11 to 30 minutes late, the late pickup fee is \$30
- 31 to 60 minutes late, the late pickup fee is \$60

If the parent or other authorized person fails to pick up the child and/or contact the preschool, and if no one can be reached within sixty minutes after closing time, preschool and/or school personnel may release the child to the custody of Child Protective Services or other legal authorities.

WITHDRAWAL FROM PROGRAM

Parents are requested to provide a two-week written notice of withdrawal from the program.

RE-ENTRY ADMISSION

When child is withdrawn, she/he will be eligible for re-admission based upon space availability and all other enrollment eligibility criteria.

EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

Circumstances that may require preschool to close or that may disrupt service include but are not limited to inclement weather, natural or national disaster, or imminent major health or safety hazard as determined by the County Health Department or law enforcement agencies. Parents will be notified should severe weather or any other conditions prevent the preschool from opening. If it becomes necessary to close early on any day, parents will be responsible for arranging their child's early pick-up.

HOLIDAYS AND NON-STUDENT DAYS

Preschools are closed on Federal and State holidays, District recesses and other scheduled days for employee professional development and training. The schedule may be changed, if necessary, at any time. Calendars will be posted and distributed each year.

State Preschool sites:

Del Norte High School
16601 Nighthawk Lane,
San Diego
858 487-0877

Los Penasquitos Elementary
14125 Cuca St., San Diego
858 672-3600

Pomerado Elementary
12321 Ninth St., Poway
858-486-9170

Rolling Hills Elementary
15255 Penasquitos Dr., San Diego
858 672-3400

Sundance Elementary
8944 Twin Trails Dr., San Diego
858 538-0355

Valley Elementary
1300 Bowron Rd., Poway
858-679-8847

State Preschools do not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability in determining which children are served.

State Preschools welcome the enrollment of children with disabilities. Reasonable accommodations are made for those children using requirements specified by the Americans with Disabilities Act (ADA). State Preschools refrain from religious instruction or worship.

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