

GGUSD

SKYLARK & ENDERS

FEE BASED

PRESCHOOL

HANDBOOK



School Site _____ Room _____

Teacher _____

Start Date: _____ Time _____

GARDEN GROVE UNIFIED SCHOOL DISTRICT *Preschool Programs*

WELCOME!

The Garden Grove Unified School District welcomes you and your child to preschool. By registering your child, you have opened the door to many new and memorable experiences. Preschool is the first transition a child makes from the security of the home to the greater arena of school. Special attention is addressed towards achieving a warm, sensitive, safe environment for your child. We recognize that the developmental stages of all children vary. Teachers will present a well-developed curriculum that is organized around the following basic skill areas: English-language development, early literacy skills (rhyming, letter knowledge and sounds), early writing skills, print awareness, children's literature, and early STEAM (science, technology, engineering, art and math) skills presented in a nurturing and developmentally appropriate environment.

The Garden Grove Unified School District Preschool Programs offer a developmental, multi-cultural, early childhood education program. Our program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, and mental or physical disability.

GGUSD preschools are an integral part of the school community. Particular attention is focused on parents, teachers and children working in partnership to make preschool an enjoyable and exciting educational opportunity. Communication between teachers, parents and children is a high priority for us. Formal and informal opportunities will be provided so that parents and teachers can exchange information to ensure the success of each child.

This Parent Handbook is a written ***Admissions Agreement*** between you and the Garden Grove Unified School District Preschool Programs. It will provide you with valuable information about our philosophy, program policies and procedures, parent responsibilities, attendance, and other important information. **Please take the time to read this handbook very carefully.**

OUR SHARED GGUSD VISION

We are committed to preparing all students to be successful and responsible citizens who contribute and thrive in a diverse society.

OUR SHARED GGUSD MISSION

To ensure student success, we will provide rigorous and supportive academic experience that motivates all learners to meet high expectations.

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Our Program

Mission Statement

The mission of the Garden Grove Unified School District Preschool Programs is to provide a high-quality, safe and nurturing learning environment for all students. We focus on the whole child and ensure a developmentally appropriate program that includes social-emotional, physical and cognitive development. We develop life-long learners by building strong communities between home and school.

Purpose

The Garden Grove Unified School District Preschool Program welcomes you and your child to preschool. School is an exciting place where children expand their friendships and develop new skills.

Our preschool program serves children ages three to five years old. All preschool teachers and instructional assistants are fully qualified to teach preschool-aged children. Ongoing staff development is offered each year to ensure the highest quality program for your child. The success of the program is dependent on outstanding staff, involved parents, and strong district, community and state support.

As collaborative partners in your child's education we expect and desire parents to be actively involved. The success of your child's preschool experience depends on a cooperative and collaborative parent, student, and school relationship. The home-school partnership will help to make your child's first years of school a meaningful and memorable learning experience.

Curriculum

GGUSD uses the Frog Street and Learning Without Tears curriculum, California Preschool Learning Foundations and the Desired Results Developmental Profile to assess and design learning experiences in the following areas: Social Emotional Development, Language and Literacy, Mathematics, English Language Development, Visual and Performing Arts, Physical Development, Health, History, Social Science, and Science. The preschool curriculum includes a variety of activities to stimulate and promote curiosity, learning and language development. Our program allows for optimum growth and development in the language arts areas of phonemic awareness, letter recognition, and vocabulary development. In the area of math, children are given opportunities to develop beginning mathematical skills through activities in sorting and classifying, patterning, shapes, number concepts, and problem solving. These math concepts are presented in an age-appropriate, hands-on manner that supports the development of the kindergarten standards. Along with the basic skills in language arts and math, children participate in music, drama, art and physical education activities that not only support and enhance the development of academic skills, but help with the development of social skills as well as large and small muscle development. A highly individualized approach is used to meet the particular need of each child as they move towards a successful transition to kindergarten.

GGUSD values continuous learning and improvement. Consequently, all centers participate in ongoing program self-evaluation in which all aspects of program operations and data are aggregated and analyzed. The program

uses standardized assessment tools to assist in developing an action plan to improve program quality standards and provide positive outcomes for children and families. Parents' input is a necessary component of this evaluation system.

The following tools are used in the program self-evaluation process:

- **Desired Results Developmental Profile (DRDP 2015)**
We use the Desired Results Developmental Profile (2015), a tool developed by the California Department of Education, Early Education and Support Division, to assess the development of children. Children are assessed within 60 days of enrollment and 6 months thereafter. These results are shared with parents twice a year during parent conferences in the fall and spring. The assessment is also used to plan and conduct age- and developmentally-appropriate activities for the children.
- **Ages and Stages Questionnaire (ASQ-3, ASQ SE)**
The ASQ 3 and ASQ SE is a screening tool completed by the parents to help screen your child's development. If there are any concerns or questions about your child's development, one of our nurses will call you to share the results and, if you are interested, offer suggested resources and or referrals. In the classroom, teachers make the necessary adaptations to meet individual child needs.
- **Early Childhood Environmental Rating Scale – Revised (ECERS-R)**
The Early Childhood Environmental Rating Scale (ECERS) is an assessment tool used to measure high quality learning environments in preschools. ECERS provides an overall picture of the surroundings that have been created for the children and adults who share an early childhood setting. The ECERS focuses on 43 measures that assess the overall quality of the preschool program. They encompass 7 different areas: Space and Furnishings, Personal Care Routines, Language/Reasoning, Activities, Interaction, Program Structure and Parents/Staff.
Based on the outcome of the ECERS, classroom and program staff collaborate to create an action plan to improve identified measures. Our goal is to provide a high quality, developmentally appropriate preschool experience for all children in our program.
- **Classroom Assessment Scoring System (CLASS)**
The Classroom Assessment Scoring System (CLASS) is an assessment tool that is used to measure high quality, effective interactions between staff members and students. Classrooms are evaluated once a year by a certified rater. These scores are used to assess and provide continual quality improvement. The CLASS focuses on the following Domains and Dimensions:
 1. **Emotional Support**
 - a. *Positive Climate*
 - b. *Negative Climate*
 - c. *Teacher Sensitivity*
 - d. *Regard for Student Perspectives*
 2. **Classroom Organization**
 - a. *Behavior Management*
 - b. *Productivity*
 - c. *Instructional Learning Formats*

3. Instructional Support

- a. *Concept Development*
- b. *Quality of Feedback*
- c. *Language Modeling*

- Desired Results Parent Survey

The Desired Results Parent Survey is completed once a year and gives the program access to information about parents and their level of satisfaction in all areas of operation.

- Program Self Evaluation

Our program conducts a self-evaluation at the end of each program year. This collaborative process involves the participation of Early Childhood Administrator, Teacher On Special Assignment, teaching and program staff, along with parents of children in our programs. We analyze DRDP results and data from each classroom, ECERS and CLASS scores from each classroom, along with survey data and feedback from parents, classroom staff etc. Through this self-evaluation process, we examine areas in which we are excelling and areas of growth. It is our goal to provide the highest quality program possible.

Uniform Complaint Procedures

The district shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations governing educational programs. As required by state law, the uniform complaint procedure as described in Administrative Regulation 3119.2 shall be utilized to identify and resolve complaints regarding alleged deficiencies or unlawful discrimination. Formal complaint forms can be obtained at Clinton Corner Family Campus.

Staff Qualifications, Development, Child/Adult Ratios

GGUSD Preschool Programs are administered by the Garden Grove Unified School District Board of Education in agreement with the California Department of Education, Early Learning and Care Division, and licensed by the State of California Health and Welfare Agency, Department of Social Services.

Each classroom is staffed by a teacher holding a Teacher Permit issued by the State of California Commission on Teacher Credentialing. All staff work together as a team to provide a quality program for children.

New employees are given an orientation to facilitate their understanding of how district policies relate to their respective job descriptions. We support continuous staff professional growth by assessing their needs and providing relevant professional development. Our staff members are evaluated according to GGUSD policies and collective bargaining contract requirements. We have internal communication that include email, phone, and regular staff meetings to provide staff with information necessary to carry out their respective duties.

At Garden Grove Unified School District, we believe staff development and self-assessment are essential to providing the highest quality program. We encourage all staff members to attend conferences, workshops, staff trainings and continue to pursue their education in Early Childhood Development.

We pride ourselves on maintaining low teacher/child ratios, which allow more opportunities to provide individual attention to each child. The ratios for GGUSD Preschools are as follows:

- State Funded Preschool 3 hours – 1 Adult – 8 Preschool students
- Fee Based Preschool 7 hours – 1 Adult – 12 Preschool students

For the safety of your child, GGUSD follows Department of Social Services, Community Care Licensing 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, required immunizations, and T.B. clearance.

Licensing

Each preschool is licensed by the Department of Social Services. A licensing analyst has the authority to observe the physical condition of the facility, interview children, and/or inspect records of the students without prior consent. The findings of each visit are posted on the parent board or a copy can be requested from the preschool office.

Enrollment and Fees

Enrollment Process for Fee-Based Preschool

Enrollment Requirements

- The preschool registration packet along with a \$150 registration fee (\$50 for sibling/maximum \$200 per family) must be turned in to the preschool office at the time of registration. Registration fees are non-refundable. See GGUSD Fee-Based Contract for more details.

Fees

- Fees are assessed on a monthly basis, whether or not the child attends.
- Fee statements reflect fees due for the month in advance.
- Fees are due on or before the first day of each month.
- Fees may be paid by check, money order or cashier check made payable to GGUSD.
- See GGUSD Fee-Based Contract for more details.

Notice of Action (NOA)

A Notice of Action (NOA) is issued to parents regarding the following actions: approval or denial of services, termination of services, delinquent fee payment and/or changes to service. Please read the NOA carefully. If you have questions about a Notice of Action that you have received, please feel free to contact our office. You also have the right to appeal any action that we have taken. Please see the back of the NOA for ways to appeal our decision.

Termination Policies

The following conditions could result in termination of child care services:

1. Knowingly using incorrect or inaccurate information to obtain preschool services
2. Violation of program policies and procedures
3. Any conduct by a parent or guardian towards any staff member or a child which is deemed unacceptable including but not limited to; approaching children other than their own, insulting or abusing any teacher in the presence of other school personnel or children at a place which is on school premises or public sidewalks, streets, or other public situation in connection with assigned program activities
4. GGUSD Preschool Programs reserve the right to terminate services if it is determined that it would be in the best interest of the individual child or group by taking the following steps:
 - a. Consult with the child's parents or legal guardians and teacher to maintain the child's safe participation in the program.
It is recommended that contractors provide available resources to support caregivers regarding challenging behaviors. (See Resources section below.)
 - b. 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.
 - c. 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.
 - d. 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 education support and services, including a behavior intervention plan.
 - e. 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.
 - f. 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.
 - g. 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

Every effort will be made by the department to link the child to another appropriate program within the school district or community.

Ages

The GGUSD State preschool program serves children prior to starting UTK. Children born between 09/02/2021 and 12/01/2022 are eligible for our State Preschool program. For Fee-Based age eligibility please call our school office as our practices have some flexibility not available in the State Preschool program.

ATTENDANCE

Attendance is a very important aspect of the preschool program. Children's daily attendance is critical for their

learning and school success. Children who have good attendance receive the full benefits of the program and establish a pattern for future education.

Attendance records and regulations are necessary so that the program may document children's attendance for audit and reimbursement for funding purposes, as well as planning for staff and the educational program. Your cooperation with attendance regulations and records directly affects the quality of the school's program for your child.

School Closure Holidays

GGUSD Preschool Programs' school year is concurrent with the district school year calendar. The school is closed on district holidays. Holidays usually observed, but not limited to: Labor Day, Veteran's Day, Thanksgiving Recess (5 days), Winter Recess (10 days), Martin Luther King Jr's, Lincoln's and Washington's Birthday, Spring Recess (5 days), and Memorial Day.

Arrival and Departure

Each child must be signed in and out of the classroom with a full legal signature by a parent or designee each day. For your child's protection, he/she will only be released to authorized individuals designated on the emergency card that are over 18 years old with a valid photo identification.

Upon arrival:

- Every child must be accompanied into the classroom by their parent or authorized designee.
- A parent or authorized designee must sign the child in/out with a classroom staff member using our electronic sign in/out process and must use a full legal signature.

Upon departure:

- Every child must leave the classroom with their parent or authorized designee.
- A parent or authorized designee must sign the child out at the end of the session, and must include a full legal signature.

Children may leave the school with authorized persons only. **PLEASE KEEP YOUR CHILD'S EMERGENCY CARD CURRENT.** Authorized persons, as well as the enrolling parent, may be asked to identify themselves before they may take the child from the classroom. **PLEASE BRING ID EVERY DAY TO AVOID CONFUSION.**

Absence Notification- Preschool

If a child will be absent, a parent must notify the Skylark office at 714-663-6336 by 8:30 am to let us know that their child will not be at school and the reason for the absence. Upon the child's return, the parent must clear the absence using our electronic attendance system. Please state the specific reason for the absence (i.e.: child has fever, parent sick, sibling sick, car problem, special day with grandparent, etc.).

Excused Absences Preschool

The following are the only excused absences:

1. Illness or quarantine of the child (stomach ache, headache, fever, sore throat, runny nose, diarrhea, flu, cold, unidentified rashes, ring worm, scabies, head lice, medical appointments, or any other

serious illness or contagious diseases)

2. Illness or quarantine of the parent or sibling (same as above)
3. Family emergency – it is defined as:
 - a. Unexpected/short-term transportation difficulties (e.g. car breaks down on the way to school)
 - b. Attending the funeral services of a member of the immediate family (mother, father, grandparent, sibling), so long as the absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside of California
4. Court ordered visitation; If an excused absence is based on time spent with a parent or other relative as required by law, an updated Court Order must be contained in your family file
5. Best interest Days; allow excused absences for children to spend time with a parent or relative that is clearly in the best interest of the child. These absences shall be limited to ten (10) days during the school year (except for at-risk and child protective services). Parents are asked to please call Skylark Preschool at (714) 663-6336. **Prior arrangements must be made with the preschool principal for parents to take a student on a trip while school is in session.** Best Interest is defined as, but not limited to:
 - a. Required court appearance
 - b. Religious holiday
 - c. Referral for Child Protection Services
 - d. Visits with immediate family members
 - e. Need to be with the parent for the day
 - f. Family vacation/out of town or personal day

Unexcused Absences Preschool

Unexcused absences are best defined as, but not limited to:

1. Didn't wake up in time (parent or child)
2. Couldn't find belongings (shoes, jacket, etc.)
3. Child didn't want to go to school, child was crying
4. Parent or child felt lazy
5. Babysitter didn't feel like taking child to school

Late Pick-Up Policy

The time on the clock in the office/classroom is used as the official time. It is the responsibility of the parent to ensure that their child arrives and is picked up according to the classroom session times. Families that know they will be late because of an emergency need to let the office know. Notification does not excuse the late arrival/pick up. Any student not picked up within a reasonable time after the end of the school day (not to exceed 1 hour), and when no effort has been made by the parent to notify the school, the student may be placed in the care of the local police department. The following policies will be in effect when a child is picked up late: **Fee Based:** Any student not picked up by 3:05 (Skylark) 3:20 (Enders) will be charged \$1.00 per student per minute. Frequent late pick-ups may result in a student being dropped from the program.

Policies

Non-Discrimination in District Programs & Activities

The Board of Education is committed to affording equal rights and opportunities to all persons in public education. No person shall be subjected, in any program or activity conducted by the District, to discrimination on the basis of sex, ethnic group identification, race, national origin, religion, mental or physical disability, color, or any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of section 422.6 of the Penal code. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

Court Orders

The preschool program will follow any and all custody/court orders that are authentic and up-to-date. It is up to the parent to supply the school with the most updated document to be kept in the child's file. Preschool staff will not become involved in any child custody disputes unless required by law.

Grievance Procedures

If you ever have a problem, question or complaint about your child's classroom please follow the appropriate steps:

- 1) Discuss the issue with your **child's teacher**. Often, this is the quickest way to clear up any misunderstanding and arrive at a satisfactory solution.
- 2) If you feel that the problem has not been resolved, please contact your school site Principal.
- 3) If you continue to feel that the problem has not been resolved, please contact the Preschool Administrator at 714-663-6336.

GGUSD's program administrators will review all the appropriate policies and procedures, evaluate the information you provide, and discuss the situation with the staff. They will then make a decision and recommend a solution for the problem.

Food Services Department

The meals provided meet the nutritional requirements specified by the National School Lunch Program. Students attending school during the morning session will be served breakfast. Children attending the afternoon session will be served lunch. Monthly menus are posted in each classroom, and copies of the menus are sent home with each child. Please inform the teacher if your child has any allergies or special dietary requirements. A "Medical Statement" to request special meals and/or accommodations must be completed by your own physician and given to our School Readiness Nurse. Please do not send food or drinks to school with your child.

Fee Based: Meals and snacks are provided daily and are included in the monthly tuition fees.

Confidentiality

The use or disclosure of all information and records concerning enrollees or their families will be limited to purposes directly connected with the administration of the Garden Grove Unified School District Preschool Programs. Garden Grove Unified School District will permit the review of the child's basic data file by the child's parent (s) or parent's authorized representative upon request, and at reasonable times and places. As a

parent and/or volunteer in the preschool program, you will observe the developmental skills of other children. We ask

that you respect the confidentiality of each child participating in the program by not discussing other children's development or behavior. Teachers and other school staff cannot discuss another child's development, behavior, or program participation with you.

Refrain from Religious Instruction or Worship

Garden Grove Unified School District preschool programs refrain from any religious instruction or worship. No program is used, in whole or part, for religious instruction or worship. If you would like to share any special cultural or ethnic ideas or holiday celebrations which are non-religious with the children, please talk to the staff to arrange a time.

Sexual Harassment

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in District complaint processes (BP 5145.7(a)).

Right to Inspect Facility / Open Door Policy

In compliance with the State of California, Office of Child Development, Guidelines; parents/guardians have the right to inspect the preschool at any time during the regular operating hours without any advance notice. Parents are welcome in their child's classroom at any time while school is in session, to observe and/or volunteer (see volunteer section for more information).

Open communication between parents, staff, and administration is very important to the program. Staff at each site should be able to assist you with any concerns that you may have. If a concern should occur please speak with your child's teacher immediately. Every attempt will be made to solve any problem that may arise in a timely and effective manner.

Sharing short updates or asking a brief question at drop-off or pick-up is encouraged, however, if you need to have a lengthier conversation with the teacher, please ask her when she can meet with you outside of the children's instructional time.

Equal Access- Americans with Disabilities Act (ADA)

In adherence to the Americans with Disabilities Act (ADA) our program does not discriminate based on a child's disability and we strive to offer reasonable accommodations to enable children with disabilities to become fully included into the program (Americans with Disabilities Act, 1997).

Photo Release

We ask each family to sign a photo release, giving GGUSD permission to use photographs or other images of children for documentation, art projects, displays, website, social media, and school promotional materials.

Behavior Management

A safe and secure environment is our first priority for every child. We use the approaches from the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) to help our children gain age-appropriate social skills.

1. If a child displays aggressive behaviors such as biting, scratching, kicking, hitting, or similar aggressive behaviors, your child's teacher or the administrator will contact you to discuss the behavior and agree upon appropriate interventions in the classroom (e.g. positive behavioral supports, logical consequences, time out in a well-supervised location in the classroom for an age-appropriate amount of time). The program staff is not permitted to spank children or use any type of physical punishment.
2. If the interventions do not improve the child's aggressive behavior, the parent may be required to take the child home upon the next incident of aggressive behavior.
3. A student in the preschool program may be excluded from the program if the aggressive behaviors continue.

It is important to remember that individual children differ in how they learn to control their behavior. We are committed to working with parents to help them learn strategies to maximize pro-social behavior and minimize inappropriate behaviors. We have an abundance of information and resources that we can provide to you to help you respond to your child's behavior (e.g., brochures, flyers for parenting classes and community resources). The preschool staff and parents work collaboratively to ensure what is best for the child.

Clothing

Preschool children participate in many exciting and potentially messy learning activities. Although efforts are made to keep your child's clothes clean, we cannot guarantee that children's clothes will not become soiled or stained. Please send your child in clothes that are ok to get dirty. Please dress children appropriately (i.e. sweater and/or jacket when cold). To assure safety, please make sure your child wears non-slip, closed toe shoes, and no sandals or thongs. Also, please bring a change of clothes for your child, labeled with their name (including shirt, pants, underwear and socks).

Toileting

All preschool students must be either fully potty trained or in the active process of potty training unless they have a documented disability. Our Preschool Program's goal is to partner with families to teach children toileting independence utilizing developmentally appropriate practices such as; restroom breaks that are embedded in the daily routine as well as practicing daily health and hygiene routines. To ensure safety and comply with state law children will be visually supervised at all times including when they are using the restroom facility. We recommend leaving a change of clothes at school in the event of an occasional accident. Children are assisted in changing their soiled clothing and/or soiled pull up. Preschool staff will communicate with parents when a change of clothing occurs.

Toileting Support Contract Fees - Terms and Conditions

Garden Grove Fee-Based Preschool at Skylark is a licensed program and must comply with ratios and licensing requirements. Understanding the staff and time it requires to support a child through the process of toilet training, GGUSD has found it necessary to charge a fee to cover the costs of additional staffing. Students enrolling in GGUSD Fee-Based Preschool who are not yet "Independent" with toilet training but have started at home and are "On their Way" will be charged a **monthly fee** of \$200. Monthly toileting fees are to be **paid along with Tuition on the FIRST of each month**. Monthly toileting fees are non-

refundable but the family will cease to be charged starting the first month following their child becoming fully independent at school as determined by classroom teacher/staff. Following registration, families will be notified if their child is determined to regularly need toileting help requiring extra support. At this time, the family will be required to begin with a toileting contract and additional monthly fees.

Playground

The playground is to be used by the children in the preschool program during classroom hours only. Please do not allow your children on the playground before or after school.

Birthday Celebrations

Birthdays may be observed and celebrated in the classroom by a special activity such as singing a Happy Birthday song, reading an appropriate book, or wearing a birthday crown (if approved by the parent). Birthdays will not be observed with food in the preschool classroom.

Items from Home

We request that all toys, playthings, money, gum, and candy from the home remain at home.

Holidays

Our purpose is to help children become more aware of the many cultures and traditions in our community. Holidays and other celebrations in our program are designed as augmented educational experiences and are kept developmentally appropriate and culturally sensitive. Please let your child's teacher know if you would prefer that your child be excluded from participating in any of these celebrations.

Field Trips

At this time our program does not provide any offsite field trip opportunities.

Transportation

Our District does not provide transportation for our preschool programs.

Parent Involvement and Education Opportunities

Communication with Parents

We believe our program is more helpful to you and your child when good communication is maintained. Our open-door policy means that parents are welcome at any time. Teachers communicate with parents on a regular basis. Written notices for parents will be placed:

- In sign-in/out area
- Parent bulletin boards
- On front door/outside of classroom
- Parent Square
- Flyers

Parent/Teacher Conferences

You will be invited to attend a parent conference with your child's teacher twice a year. During this conference, your child's assessments are discussed and goals are set by the teacher based on the child's strength and needs. This is an excellent opportunity to talk about your child's needs.

Parent Board

Parent information is located on the parent board inside/outside the classrooms. Every classroom has a parent bulletin board where classroom events and other information for parents is posted. On the boards you will find: Licensing Information, Food Menu, and Class Schedule.

Parent Education Meetings

Parent Education Meetings are conducted throughout the school year at various school sites. Parents will receive information on topics that may include:

- School Readiness and Child Development
- Dental Education
- Health Education – Nutrition
- Vocabulary and Language Development

Community Involvement

We collaborate with various outside community agencies:

1. Buena Clinton - hosts monthly meetings to bring outside community agencies together to support our families
2. Help Me Grow - provides resources and referrals to families in need
3. Alta Med Dental- provides free dental screenings and education
4. UCI Eye Mobile- provides free vision screenings and glasses when needed
5. Annual Community Resource and Health Fair –connects families to outside agencies and provides information on school readiness and other services

Volunteers in the Classroom

We welcome and encourage parents, grandparents, aunts, uncles and other family members to participate in the education of your child by volunteering in the classroom. Please feel free to offer your time, energy, and talents. Making a strong connection between home and school will show your child that you believe that education is important.

Each family is welcome to become involved in volunteering at Skylark. Please see “Volunteer Guidelines”. Every family volunteer is required to complete district paperwork and provide documentation of the following immunizations prior to helping in the classroom; a current TB test, pertussis, measles and influenza. The volunteer *may* provide a signed statement that they have declined to be vaccinated against the flu. A calendar will be available in each classroom so that volunteers may sign up on a monthly basis. Family volunteers are required to wear a name tag provided by the teacher while working in the classroom. Please see your child’s teacher for more information on how to become a volunteer in the classroom! For questions regarding this requirement, please call Skylark Fee Based Preschool: 714-663-6336.

Health and Safety

Health Services-All children enrolled in the GGUSD Preschools receive the following services:

1. Height, weight, and BMI measurements
2. Hearing and vision screenings
3. Referrals to appropriate agency for concerns regarding communication, health, hearing, vision, etc
4. Dental screenings
5. Screenings of developmental milestones (i.e.: Ages and Stages Questionnaire, Speech, Behavior)

Social Services -Our school site has access to a School Community Liaison, along with our health assistant, who can provide information on the following topics:

1. Translation for non-English speakers
2. Referrals to community resources
3. Emergency Assistance
4. Assistance to families in need of health and dental benefits

Illness Policy

Due to the close contact children have with each other in a child care setting, the GGUSD Preschools have strict policies regarding the illness of a child. The policies are for the protection of all children and families. They are meant to ensure that each child is provided with as healthy an environment as possible.

Should a child become ill while at school, a parent or someone on the emergency card will be called to pick the child up from school. Should a child have a fever, the child may not return until he or she has been free of these symptoms for 24hrs without the aid of medication.

In the event the child has been taken to the doctor for an illness, a doctor's note is required prior to the child's re-admittance to the program. The doctor's note must state: 1) the reason for the visit, 2) if the child is contagious or not, and 3) when the child may return to preschool.

In the event that your child develops a rash on their body or blisters inside of their mouth, a doctor's note will be required in order for your child to be readmitted into the preschool program. This is to maintain the health and well-being of all the children in the center.

If a child is diagnosed with a contagious illness such as chicken pox or the measles, it is extremely important that the parent notify the preschool teacher and/or office immediately so that proper safety procedures can be followed.

For the protection of all of the children, parents are requested to keep their child at home if he or she is sick. Please see "Student Illness Guidelines" included in this handbook.

Health checks are part of the program. Please keep your child at home if he/she:

- | | |
|--------------------------------|--|
| 1. Has a fever | 5. Has symptoms of communicable disease (please notify us immediately if your child contacts a communicable disease) |
| 2. Has a heavy nasal discharge | |
| 3. Has a constant cough | |
| 4. Is overly tired | |

First Aid

At each site there is at least one staff member that is trained in basic first aid and pediatric CPR. If your child sustains a minor injury in the classroom or on the playground we will administer appropriate first aid. A written note will be sent with the child to notify you of the injury. We will call you immediately if the child bumps their head or the injury needs more than basic first aid.

If your child sustains more than a minor injury a parent will be immediately contacted. If the parent cannot be located, the office will contact others listed on the emergency card. If necessary, the paramedics or ambulance will be called. The parent is expected to assume responsibility for any resultant expense.

Student Illness Guidelines

Knowing when to keep your child home from school due to an illness or injury may be confusing. Therefore, Garden Grove Unified School District has provided the following guidelines which are based on the American Academy of Pediatrics Red Book and the Orange County Health Care Agency Communicable Disease Chart.

A Child Should Not Attend School Under The Following Conditions

- Temperature of 100 degrees or more
- Communicable disease
- Discharge of the eyes or ears, diarrhea, vomiting, or a persistent cough
- Rash, especially with fever or behavior change, until the physician/health department has determined that the illness is not communicable
- Mouth sores, associated with drooling, until the physician/health department has determined that the child is non-infectious
- Required number of days following diagnosis and treatment has not been met (see below)

Students Under Physician's Care

Students returning to school, following physician's care for an illness or injury, should provide a signed release from the physician stating any recommendations or limitations.

A Child May Return to School Providing

- Fever has returned to normal without the aid of fever reducing medication over a 24 hour period
- Nausea, vomiting, or diarrhea has ceased
- Stage of contagion for a communicable disease has passed
- Required waiting period following diagnosis and treatment has passed

Common Conditions and Procedures

Please notify the school office if your child presents any of the below listed conditions

- ***Chicken Pox (Varicella)***

Child may return to school on the sixth day after the rash appears, or if all lesions are crusted over

- ***Conjunctivitis (Pink Eye)***

Bacterial Child may return to school 24 hours after antimicrobial treatment if no discharge is present

Viral Child may return to school when no further discharge is present

Allergic No exclusion necessary

- ***Head Lice – Treated with Pediculicidal Treatment***

May return following treatment with over-the-counter lice shampoo
Provide empty lice shampoo container to the teacher or office
Repeat shampoo treatment in 7-10 days
Provide second empty lice shampoo container to the teacher or office

- ***Head Lice – Treated with Non-Pediculicidal Treatment***

Must be lice and nit free before being readmitted

- ***Impetigo***

May return to school 24 hours following first treatment with topical antibiotics.
Oral antibiotics may be needed if three or more lesions are present
Lesions must be dry or covered

- ***Ringworm***

May return to school following the first treatment. Lesions must be covered

- ***Strep Throat/Bacterial Respiratory Conditions***

May return to school 24 hours after the first dose of antibiotics, if no fever is present for 24 hours

Incidental Medical Services

Incidental medical services (IMS) such as emergency medication administration, epi pen, blood glucose monitoring, nebulizer, inhaler medication and glucagon may be provided to our students. This service is provided to enable the student to remain in school and to maintain, or improve his/her potential for education and learning. The school nurse is the authorized person for implementing procedures. Any medication administration or treatment administered to a student will be provided as ordered by the student's authorized health care provider. The school nurse will provide training of designated school personnel in the administration of medication at school to include, but not limited to, the 6 rights of medication administration and when to call for emergency 911 services. The nurse will maintain documentation of training in the administration of medication by designated school personnel. The school nurse will obtain the following forms/information (this list may not be all inclusive and additional information may be obtained if needed):

- Parental/Authorized representative permission to provide the incidental medical service to a student.
- Parent/guardian and authorized health care provider request for medication. Will ensure physician's orders contain specific criteria for administering medication use such as wheezing, coughing, anaphylactic reaction, or seizures. Orders must also contain any possible medication reactions and instructions for emergency care.
- Will ensure all medications are labeled correctly and not expired.
- Request for special meals signed by a physician.

Parent/care provider will supply all necessary equipment or medication for performing procedure at school. Parents understand that designated non-medical school personnel may assist in carrying out written orders under the supervision of a qualified school nurse. Parents will notify the school nurse immediately if there are any changes in medications, dosage, and time of administration and/or the prescribing health care provider.

All medications and supplies will be kept inside a medication envelope and locked in secured cabinet or drawer in the school health office. A minimum of 2 designated non-medical school personnel will be trained in carrying out written orders under the supervision of a qualified school nurse per order.

Any medication administration to a student will be documented on the medication envelope indicating date/time and initials of person administering the medication. Parents and school nurse will be notified of any medication given at the end of the class, or sooner if child does not respond appropriately to the medication administration. In the event of an emergency or evacuation, all emergency medication will be taken by the teacher or school personnel to accompany the child. Universal precautions will be maintained and followed to ensure proper safety precautions are followed, such as wearing gloves during any procedure that involves potential exposure to blood or body fluids, performing hand hygiene immediately after removal and disposal of gloves.

Immunizations and Physical Examination Requirements

All Preschool students are required to have a physical examination form (LIC 701) completed prior to preschool enrollment. Preschool physical exam reports shall not be more than 1-year old upon day child starts school each year. All preschool students are required to have immunizations up-to-date in order to enroll in our preschool program. A copy of each student's immunization card will be kept in the student's file. Our School Readiness Nurses are available to assist you with any information that you may need regarding immunizations. Failure to have these documents completed and on file may result in discontinuation of services.

Medical Distribution

If your child needs to have prescription or non-prescription medication while at school, please use our school district "Request for Medication" form. In the event that you do not have this form with you at the time you are at the doctor's office, the doctor's note must also include:

1. The name of the medication
2. The dates to start and discontinue the medication
3. The amount that should be given to the child
4. At what time intervals

Parents should make every effort to administer medication to their child before or after school.

Emergencies

In the event of an emergency, the following procedure will be followed

1. All children will be kept at the school (classroom) until they are picked up by a parent or a person listed on the emergency card. The person picking up the child will be requested to present their photo identification before the child is released.
2. Should it be necessary to evacuate, please go to the school office for further instructions. Every effort to contact parents will be made.
3. Staff will remain with the children until they are released to a parent or authorized person.

Please keep emergency information cards current to assist staff in the event of an emergency.

Hours and Locations

Hours of Operation

Preschool office is open from Monday through Friday, 7:30 a.m. to 4:00 p.m.

Fee Based Preschool Office is located at Skylark Preschool 11250 Mac Murray St., Garden Grove, CA 92841.

Telephone Number: 714-663-6336

Fee Based Preschool at Enders is located on 12302 Springdale St., Garden Grove, CA 92845

Telephone Number: 714-663-6205

Parent Handbook Appendix

Fee Based Preschool Contract

Child's name: _____, Birthdate: _____ is enrolling in Skylark Fee-Based Preschool.

Monthly Tuition Fee: 5 Day Full Time \$1,000.00

Fees and Tuition - Terms and Conditions

Before a child enrolls in the Garden Grove Unified School District Preschool Program, a \$150 registration fee must be paid. Maximum \$200.00 per family. Registration fees are non-refundable.

Fees are based on year-round enrollment. Prorated amounts will not be granted for non-school days (see **Holidays** section below). The Fee-based Preschool program is a self-sustaining program funded through parent fees.

Tuition will be due and payable on the FIRST of each month. If a student enrolls after the first of the month, the first month's fees will be prorated and paid on or before the day the student begins the program. Thereafter, payment becomes due on the FIRST as stated above.

A 10% discount for siblings enrolled in the program simultaneously.

If full payment is not paid in FULL by the 10th of the month, a \$35.00 late payment charge will be assessed per family account. If the 10th falls on a weekend or holiday, payment will be due on the first school day after the 10th to avoid a late payment charge. If full payment has not been received by the 20th of the month, the student will be temporarily discontinued from the program until all fees are paid (including a \$100.00 re-registration fee). Delinquent accounts may be referred to a collection agency.

All returned checks will be assessed a \$25.00 returned check fee. Returned checks must be replaced with a money order or cashier's check the day following notification in order to avoid being referred to a collection agency. **Checks are to be made payable to Garden Grove Unified School District.**

No monthly statements will be issued.

Termination

Written notice must be given to the Skylark Preschool Office **at least 30 days in advance** of withdrawing a student or changing a student's schedule, and fees are to be paid up to the withdrawal date. The District may terminate this contract with two 2 weeks' notice. Refunds will not be made due if a student is terminated from the program. **If at any time the District determines that a student is unable to benefit from the**

program, impairs the ability of other children to benefit from the program, or continued presence in the program presents a danger to others or to property, the District may terminate this agreement.

District Minimum and Staff Development Days

There will be **NO** discounted/prorated fees for Non-Student Days.

Agreement

I understand that services will be provided for my child as long as I fulfill each of the above requirements. I also understand and agree that the tuition fee schedule is subject to change at the District's discretion, and that I will receive at least 30 days written notice of any change in fee rates. In the event the Garden Grove Unified School District must institute legal proceedings or other collection proceedings to enforce money owed, reasonable attorney and other fees paid in connection with the collection of monies will be paid by the parent/guardian to the Garden Grove Unified School District.

FEES for late Pickup of students

The Skylark Fee-Based Preschool is open from 8:00 AM - 3:00 PM. Enders is open from 8:15-3:15. Any student not picked up by 5 minutes past the dismissal will be charged \$1.00 per student per minute. Any student not picked up within a reasonable time after the end of the school day (not to exceed 1 hour), and when no effort has been made by the parent to notify the school, the student may be placed in the care of the LOCAL POLICE DEPARTMENT. After the THIRD occurrence of excessive lateness, the student may be dismissed from the program.

Sign in/out procedures

Students **MUST** be signed in and out each day (according to the school clocks) and may not be dropped off at the curb. Students must be signed out and/or picked up each day by parent/guardian or an adult (18 years or older) authorized by the parent/guardian in writing on file with the school. This procedure is for student safety and must be adhered to all times. All adults on the emergency card must be prepared to show ID if necessary.

Absences

The Skylark office must be notified of absences by 8:30am. Repeated failure to notify the school may result in the student being dismissed from the program. If a student is absent for more than 2 consecutive weeks for reasons other than a verified illness or absence, and fees have not been paid, the student will be dropped from the program and a new non-refundable registration fee will be required for reinstatement.

Holidays

Skylark's school year is concurrent with the district school year calendar. The school is **closed on district holidays**. Holidays usually observed, but not limited to: Labor Day, Veteran's Day, Thanksgiving Recess (5 days), Winter Recess (10 days), Martin Luther King Jr's, Lincoln's and Washington's Birthdays, Spring Recess (5 days), and Memorial Day. A schedule of holidays will be published each school year.

Nutrition and lunch

2 Meals (Breakfast and Lunch) and 1 snack are provided daily for our students. Meals and snacks are included in the monthly tuition fees.

Preschool enrollment requirements

The preschool registration packet includes a health check-up form to be completed by a physician and a state required immunization record form. Prospective students must be in the process of toilet training and gaining independence prior to admission to the preschool program. Students and volunteers must have MMR, Tdap, TB, and flu shot requirements completed prior to attending or volunteering in the classroom. This is a licensing regulation.

Medications

Medical treatment is the responsibility of the parent/guardian and family physician. Medications, both prescription and over-the-counter, are rarely given at the preschool. The only exceptions involve special or serious problems where it is deemed necessary by the physician. It is recommended that the parent/guardian work out a schedule of administering medication at home during non-school hours whenever possible. Designated, non-medical school personnel may be assisting and/or administering medication. They are trained and supervised by qualified school nurses. Medication will be safely stored, locked and refrigerated if required.

The following steps must be met before any medication can be given at school. This applies to doctor-prescribed and over-the-counter medication:

1. A written statement signed by the physician specifying the conditions for the medication. The name, dosage, route and specific instructions for emergency treatment must be on file at school.
2. A signed request from the parent/guardian must be on file at school.
3. Medication must be delivered to the school by a parent or other responsible adult.
4. Medication must be in your child's original, labeled pharmacy container. Over-the-counter medication must be in a new, unopened package.
5. All liquid medication must be accompanied by the appropriate measuring device.
6. A separate form is required for each medication.
7. All medication must be picked up from the school at the end of the school year by a parent/guardian. Any medication not picked up will be destroyed.

The request is valid for a maximum of one school year. Whenever there is a change in medication, dose, time or route, the parent/guardian and physician must complete a new form. Medication forms are available in the school office. **Students may not have medication in their possession and may not self-medicate.**

Illness and Emergency

Students that are ill or having had a fever during the prior 24 hours **MAY NOT** be brought to the school. When a student becomes ill or injured at school, the parent/guardian will be immediately notified and are expected to pick up their child promptly. In the case of an emergency - a life-saving situation – a 911 call will be placed requesting emergency services.

Sample Fee-Based Preschool Daily Schedule

Please note: This is a sample daily schedule. Times may be adjusted slightly to accommodate special classroom activities, school events, or individual student needs. Enders Preschool's daily program begins at 8:15 a.m. and ends at 3:15 p.m.

Time	Activity
8:00 AM - 8:25 AM	Breakfast
8:25 AM - 8:45 AM	Morning Circle Greeting and Morning Message
8:45 AM - 9:15 AM	Inquiry & Exploration
9:15 AM - 9:35 AM	Literacy & Read-Aloud
9:35 AM - 9:55 AM	Small Group Instruction
9:55 AM - 10:30 AM	Outdoor Play
10:30 AM - 10:40 AM	Mindful Movement
10:40 AM - 11:00 AM	Literacy / Story Time
11:00 AM - 11:30 AM	Lunch
11:30 AM - 12:35 PM	Rest Time
12:35 PM - 1:00 PM	Inquiry & Exploration
1:00 PM - 2:05 PM	Enrichment Labs Rotation 1: 1:00 Rotation 2: 1:30 Transition: 2:00
2:05 PM - 2:20 PM	Snack Time
2:20 PM - 2:45 PM	Outdoor Play
2:45 PM - 2:55 PM	Closing Circle
2:55 PM - 3:00 PM	Dismissal

Parent's Rights

COMMUNITY CARE LICENSING DIVISION

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.

Personal Rights

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Department Of Social Services		
NAME		
Community Care Licensing		
ADDRESS		
750 The City Drive, Suite 250, MS 29-10		
CITY	ZIP CODE	AREA CODE/TELEPHONE NUMBER
Orange, CA	92868	(714) 703-2800

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)	(PRINT THE ADDRESS OF THE FACILITY)
Garden Grove Unified School District	10331 Stanford Ave. Garden Grove, CA, 92840
(PRINT THE NAME OF THE CHILD)	
(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	
(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	(DATE)
Parent/ Guardian	

Volunteer Guidelines

The following guidelines will help volunteers as they work in the preschool classroom. They are guidelines required by the California Department of Education, Community Care Licensing, or Garden Grove Unified School District. We welcome and appreciate parent volunteers! If you are interested in volunteering in your child's classroom or helping with special events and activities throughout the school year, please contact your child's teacher for volunteer opportunities and information about district volunteer requirements.

HAND WASHING:

VOLUNTEERS:

- Upon entering the classroom
- Before handling food or utensils (even if using gloves)
- After helping a child blow/wipe his or her nose
- After cleaning or handling the garbage
- After touching the lid of a garbage can

CHILDREN:

- Before eating
- After playing in water that is used by more than one person
- After using the toilet
- After blowing nose
- After playing in sandboxes
- After touching the lid of the garbage can

EMERGENCY/DISASTER:

- Know where the emergency barrel is located
- Know where the first aid kit is located
- Know where to evacuate
- Know how to call the office from the classroom phone
- Know where the allergy list is located

PLEASE DO NOT:

- Escort any child to the bathroom, even your own child without classroom staff
- Talk on your cell phone, except for an emergency
- Leave the room, unless you tell the teacher
- Talk to others when the teacher is instructing the children
- Eat the food provided for the children
- Pay more attention to your child than the other children

PLEASE DO:

- Ask questions when you need more information
- Follow the teacher's directions
- Use the language that is most comfortable for you
- Use positive language when talking with children
- Watch for children that need to wash their hands
- Keep your purse or personal belongings in a safe place

Thank you for your help in providing a quality environment for the children.