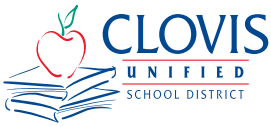




CSPP PARENT HANDBOOK 2024-2025

**Clovis Unified School District
Child Development Department
1735 David E. Cook Way, Suite C
Clovis, CA 93611
(559) 327-9180
www.cusd.com**



CLOVIS UNIFIED STUDENT CALENDAR 2024-2025

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
September 2024						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27*	28
29	30					
October 2024						
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27	28	29	30	31		
November 2024						
Su	M	Tu	W	Th	F	Sa
					1*	2
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10	11	12	13	14	15	16
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December 2024						
Su	M	Tu	W	Th	F	Sa
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22	23	24	25	26	27	28
29	30	31				

IMPORTANT DATES	
<u>School Starts</u>	
Aug 19	
<u>School Ends</u>	
Jun 6	
<u>Elem Conference Day</u>	
<i>(No school for elementary students)</i>	
Nov 1	
<u>Intermediate/Secondary</u>	
<u>Grading Period *</u>	
Sept 27	
Nov 1	
Dec 20	
Feb 21	
April 11	
June 6	
<u>Elementary End of Quarter #</u>	
Oct 25	
Jan 17	
March 21	
June 6	
HOLIDAYS	
Jul 4 - Independence Day	
Sept 2 - Labor Day	
Nov 11 - Veterans Day	
Nov 25 - 29 - Thanksgiving Break	
Dec 23 - Jan 6 - Winter Break	
Jan 1 - New Year Holiday	
Jan 20 - Martin Luther King Day	
Feb 10 - Lincoln's Birthday	
Feb 17 - Washington's Birthday	
Apr 14 - Apr 21 - Spring Break	
May 26 - Memorial Day	
June 19 - Juneteenth	
No School	
January 6	
March 10	
Every Wednesday	
90-minute early dismissal for Elementary students only	

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
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26	27	28	29	30	31	
February 2025						
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March 2025						
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30	31					
April 2025						
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27	28	29	30			
May 2025						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31
June 2025						
Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

TABLE OF CONTENTS

WELCOME.....	1
<i>Vison, Mission, Aims</i>	
GENERAL DESCRIPTION OF PRESCHOOL PROGRAMS	2
<i>Admission Policies and Procedures; Eligibility and Enrollment Process; Termination Policy; Parent Appeal Process</i>	
PROGRAM INFORMATION.....	8
<i>Toilet Learning; Schedules; Meals; Tips for Making Separation Easier</i>	
CURRICULUM & ASSESSMENTS	10
BEHAVIOR SUPPORT POLICY.....	11
PARENT INVOLVEMENT	13
<i>Parent Volunteer; School to Home Communication; Parent Communication Board; Parent Advisory Committee</i>	
ATTENDANCE.....	15
<i>Sign In/Out Procedures; Pick-Up Procedures; Late Pick-Up Procedures; Absences; Excused Absences; Abandonment of Care</i>	
HEALTH AND SAFETY	18
<i>Lice; Injuries; Safety; Clothing Safety; Preschool Nurse; Medications; Insurance</i>	
OTHER ACTIVITIES.....	20
<i>Guest Speakers and Presenters; School Celebrations and Birthdays</i>	
MISCELLANOUS POLICIES AND PROCEDURES.....	21
<i>Confidentiality; Child Abuse & Neglect Reporting Act; Inclusion/Mainstreaming; Child Find; Spring Kindergarten Registration; Open Door Policy; Dress Code; Toys from Home/Personal Possessions; Event Flyers and Solicitations; Pesticide Usages; Community Care Licensing; Notification of Parents' Rights; Personal Rights; Caregiver Background Check Process; Effects of Lead Exposure</i>	
DISTRICT POLICIES	29
<i>Board Policy 1250.1 Civility Policy; Board Policy 1312.1 Formal Complaints Against Employees; Board Policy 5145.7 Sexual Harassment Procedures; Board Policy 1312.3 Uniform Complaint Procedures; Emergency Procedures</i>	

WELCOME

Welcome to Clovis Unified Preschool, we look forward to a year-long partnership with you, your child, and the Child Development staff to develop the foundation for your child's social/emotional growth and academic success. Our preschool program is developmentally appropriate, child-centered, and reflects a program aimed to fulfill the California Preschool Learning Foundations. Our students leave prepared to socialize and learn in the world of kindergarten and beyond. We look forward to a year of amazing growth for your child.

This handbook was designed to further describe our preschool program and to be used as a reference tool. We feel that open communication between the staff, parents and children is important to providing a quality program. Feel free to discuss any concerns or questions with our qualified staff.

VISION

Clovis Unified Preschool strives to be the benchmark for excellence in Early Childhood Education programs.

MISSION

The mission of Clovis Unified Preschool is to provide a safe, nurturing and engaging early learning environment that effectively supports the diverse needs of children and families in our community and creates a foundation for children to enter Kindergarten as lifelong learners.

AIMS

AIM I

Maximize Achievement for
ALL Students

- Focus on Learning
- Professional Learning Communities (PLC)
- College and Career Readiness
- Multi-Tiered Systems of Support
- Educate the Whole Child

AIM II

Operate with Increasing
Efficiency and Effectiveness

- Communication
- Safety
- Utilization of Time
- Fiscal Management
- Innovation and Agility

AIM III

Hire, Develop, Sustain and
Value a High-Quality, Diverse
Workforce

- Workforce Development
- Collaborative Environment
- Continuous Learning
- Recognize Excellence



GENERAL DESCRIPTION OF OUR PRESCHOOL PROGRAMS

The state subsidized programs known as California State Preschool Programs will be referred to throughout the handbook as “CSPP”. Services are provided without discrimination to ensure that the preschool program and activities are available to all persons without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Clovis Unified Preschool program does not discriminate in determining which children are served as defined by the Americans with Disabilities Act (ADA). Clovis Unified Preschool welcomes and enrolls children with disabilities, makes reasonable accommodations, and works with the family to implement those accommodations for children with disabilities. This program refrains from religious worship or instruction.

ADMISSION POLICIES AND PROCEDURES

For the California State Preschool Programs, Clovis Unified School District follows the policies and procedures as set forth in the CSPP Requirements by the Early Education Division (EED) of the CA Department of Education.

PROGRAM QUALIFICATIONS FOR CSPP

- Children must turn four-years of age on or before March 2nd or five-years of age on or after September 2nd of the school year in which they are being served.
- Families in the CSPP program are certified once for the entire school year and the following school year, provided the child remains age eligible.

ELIGIBILITY is based on the documentation and verification of at least ONE of the following:

- Child Protective Services (CPS)
- At-risk of abuse, neglect, and/or exploitation
- Children with exceptional needs
- Homelessness
- Receiving Benefits from certain Government Programs
- Income Eligible
- Reside within the attendance boundary of a verified “Neighborhood” school site

Please see the “Enrollment Process” section of this handbook for documents required in each area of eligibility.

ELIGIBILITY AND ENROLLMENT PROCESS

ENROLLMENT PRIORITIES

7.5% of funded enrollment is set aside for children with exceptional needs. Once this set aside has been met the enrollment priorities are as follows:

- First Priority: Three or four-year-old children who are recipients of Child Protective Services; or who are identified as at-risk of abuse, neglect, or exploitation and for whom there is a written referral from a legal, medical, or local social service agency.
- Second Priority: Once the set aside for children with exceptional needs is filled, 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.

- **Third Priority:** Eligible three-or-four-year-old children who are not enrolled in state-funded Transitional Kindergarten. This priority does not include children eligible based on having exceptional needs if they are from families with incomes above the income eligibility threshold. 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 ceiling eligibility table 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 is identified as a dual language learner shall be enrolled first. If there are no children who are identified as dual language learners, the child that has been on the waiting list for the longest time shall be admitted first.

- **Fourth priority:** After all otherwise eligible children have been enrolled, children from families whose income is no more than 15 percent above the income eligibility threshold. Within this priority category, priority shall be given to three-and four-year-old children with exceptional needs interested in enrolling beyond those already enrolled in the percent of funded enrollment set aside, then to four-year-old children before three-year-old children without exceptional needs.

- After all otherwise eligible children have been enrolled in the first through fourth priority categories, the contractor may enroll children in the following order:
 - A CSPP site operating within the attendance boundaries of a qualified free and reduced-price meals school may enroll any three- and four-year-old children whose families reside within the attendance boundary of the qualified elementary school. These children shall, to the extent possible, be enrolled lowest to highest income.
 - Transitional Kindergarten or kindergarten pupils enrolling in CSPP for extended learning and care.

ENROLLMENT PROCESS

To start the online registration process, families will go to www.cusd.com, and select SCHOOLS, PROGRAMS, PRESCHOOL. Select REGISTRATION from the menu on the right. Review the information for eligibility and required documents. Follow instructions on the web page to start the application process and make your registration appointment. Once you make your registration appointment, you will receive a confirmation e-mail from signup.com and an appointment reminder 48 hours prior to your appointment. The parent/guardian is required to upload or provide copies of required documents at the registration appointment.

Income Documentation:

CSPP income eligibility is based upon family size and family’s gross monthly income. The state income guideline is as follows and are subject to change (California Education Code, Section 8263.1 July 2023):

<u># of Persons in family</u>	<u>Gross Monthly Income</u>	<u>15% Over Income</u> Limited to 10% of enrollment
1-2	\$7,209	\$8,291
3	\$8,154	\$9,377
4	\$9,441	\$10,857
5	\$10,952	\$12,594
6	\$12,462	\$14,331
7	\$12,745	\$14,657
8	\$13,029	\$14,983
9	\$13,312	\$15,309
10	\$13,595	\$15,634
11	\$13,878	\$15,960
12+	\$14,162	\$16,286

*Guidelines are subject to change.

*At the time of preschool registration, the parent/guardian is responsible for providing all necessary documentation of the family’s total income for all the individuals counted in the family size. The contractor is required to verify the information and determine the total, countable income. **This includes, but is not limited to, gross wages or salaries, overtime, tips, cash aid, child support payments received, and portions of learner grants or scholarships not identified for educational purposes.** If the family falls at or below the income guidelines, the family is income eligible. (Income documentation is within 60 days preceding certification. Clovis Unified Preschool reserves the right to request additional documentation to assess income eligibility.)*

- *Employed Parent Documentation*
 - *Payroll check stubs or other record of wages issued by employer*
 - *Release authorization and letter from your employer*
- *Self-Employment Income – as many of the following types of documentation as necessary to determine income:*
 - *Letter from source of income*
 - *Copy of the most recently signed and completed tax return with a statement of current estimated income for tax purposes*
 - *Other business records, such as ledgers, receipts, or business logs*
- *Provide copies of the documentation of all non-wage income (cash aid, child support, etc.)*
- *Provide self-certification of any income for which no documentation is possible*

- **Family Size Documentation:**

The size of the family, or composition of the family size, is initially determined by the number of adults and children that the applicant parent presents and who are identified on the application. “Family” means the parents and the children for whom the parents are responsible, who comprise the household in which the child receiving services is living. For purposes of income eligibility, when a child and his or her siblings are living in a family that does not include their biological or adoptive parent, “family” shall be considered the child and related siblings.

- **Self-Certification, Absent Parent and Single Parent status**

If only one parent has signed an application for enrollment in childcare services, and the birth record information for the children counted in the family size indicates that there is a second parent who has not signed the application, the parent who has signed the application shall self-certify single parent status under penalty of perjury (Sections I and V, Confidential Application for Child Development Services and Certification of Eligibility). The parent who has signed the application shall not be required to submit additional information documenting the presence or absence of the second parent.

- *Birth record for each child counted in the family size may be:*

- *Birth certificate*
- *Court orders regarding child custody*
- *Adoptive documents*
- *Records of Foster Care placement*
- *School or medical records*
- *County welfare department records*
- *Any legal document that verifies child’s name, date of birth and relationship to the parent/s.*

- **Homelessness Documentation:**

- *Written referral from an emergency shelter or other legal, medical, or social service agency or written parental declaration that the family is homeless and a statement describing the family’s living situation.*

- **Child Protective Services Documentation:**

- *Written referral, dated within six months of application for services and includes:*
 - *Statement from local county welfare department, child welfare services worker, certifying that the child is receiving Child Protective Services and that childcare and development services are a necessary component of the CPS plan.*
 - *The probable duration of the need for childcare and development services.*
 - *Name, address, phone number and signature of the legally qualified professional.*

- **“At Risk” Documentation:**

- *Written referral, dated within six months of application for services and includes:*
 - *Statement from a legally qualified professional (someone licensed in the state to perform legal, medical, health or social services for the public).*
 - *The probable duration of the need for childcare and development services.*
 - *Name, address, phone number and signature of the legally qualified professional.*

- **Child with Exceptional Needs Documentation:**
 - *Copy of child's active Individualized Education Plan (IEP).*

- **Receiving Benefits from Certain Government Programs:**
 - *Documentation that demonstrates the family is certified for a governmental program as well as the application for the government program with the family's income for purposes of prioritization. If the application is not available families may self-certify income on the application through a Declaration.*
 - *Programs include: Medi-Cal, CalFresh, CalWorks, CA Food Assistance Program, CA Special Supplemental Nutrition Program for Women, Infants and Children, Federal Food Distribution Program on Indian Reservations, Head Start and Early Head Start, or any other means-tested government program as determined by CDE.*

- **Neighborhood School Documentation:**
 - *Families must provide proof of residency within the attendance boundaries of a qualified Neighborhood elementary school to be eligible for enrollment. Acceptable documents may include:*
 - *Current utility bill*
 - *Current property tax bill*
 - *Current rental or lease agreement with Landlord's information*
 - *Current voter registration*
 - *Current government agency letter*
 - *Current employment pay stub; or*
 - *Any documentation that a contractor reasonably relies upon to prove a family's residency*
 - *Neighborhood schools include Pinedale, Sierra Vista, Tarpey, and Weldon (*subject to change)*

- **Child's School/Medical Records Documentation:**
 - **Immunization record**
 - **Physicians Report** *child must have been examined within 12 months prior to the first day of school. The Physician's Report is due on or before 30th day of school attendance, signed and dated by physician.*
 - **TB Assessment**
 - *New students must provide a certificate or other documentation that a student has been assessed for risk of and/or provide proof of clearance for TB by a physician or other qualified health provider within the preceding 12 months and the student is free from communicable TB.*
 - *Any student who was born, traveled to or resided in a foreign country with increased risk of TB exposure for more than one month will be required to submit to a TB assessment and provide proof of clearance before entering or returning to school.*
 - *A child that has received the Bacilli Camette-Guerin (BCG) vaccine or is from a country recognized by the CDC where TB is endemic, will need clear results from a QFT test or chest x-ray prior to acceptance into preschool.*
 - *See (Board Policy No. 2204)*

CSPP WAITLIST

When desired programs are not available, families have the option of completing a waitlist form available at the Child Development office. Open spots will be filled from the waitlist according to the enrollment priorities listed above.

NOTIFICATION PROCESS

Once CSPP eligibility is determined, the family will receive a Notice of Action through US mail within 30 days from the date the application is signed by the parent(s), to the address listed on the application. It will identify your child's program and start date. For families entering CSPP mid-year, the family will be notified first by phone call with information on start day and program site, followed by the Notice of Action.

TERMINATION FROM PRESCHOOL

Listed below are conditions that may result in your child's termination from the Clovis Unified Preschool:

- Excessive documented late pick-ups from program. See "Late Pick Up Procedures" for details.
- Persistent and serious behavior that presents a serious safety threat to the child or other enrolled children. See "Behavior Support Policy" for details.
- Thirty (30) consecutive days of no communication with the teacher or the Child Development office will be considered "Abandonment of Care" and will result in disenrollment. See "Abandonment of Care" section for details.

A Notice of Action will be mailed in the event of a child's termination. The parent has the right to appeal the decisions within 14 calendar days of receiving the NOA.

Clovis Unified Preschool has carefully developed these conditions to ensure the well-being of your child. Our goal is to provide a safe, nurturing environment for all children with programs designed to suit each developmental level.

PARENT APPEAL PROCESS

If you disagree with the written decision of the agency, your Notice of Action (NOA) provides you with specific instructions for appealing an action. Please keep a copy of your NOA. The preschool team will review your appeal and you will be notified of the decision by phone and in writing within 10 days. If you disagree with the local hearing appeal decision, you may appeal for a state review of the local hearing decision. The *Parent Appeal Information Pamphlet* is available in the Child Development office or can be mailed to you upon request and provides information regarding the two levels of appeal described above. Please see your Notice of Action for specific instructions on how to appeal.

*California Department of Education, Child Development Division
Attn: Appeals Coordinator
1430 N Street, Ste. 2410, Sacramento, CA 95814 (916)445-1907*

PROGRAM INFORMATION

TOILET LEARNING

A child's self-help skills, such as the ability to handle toileting needs on their own, will not impede the enrollment process or entry into any of our programs; enrollment will be solely based on eligibility criteria. For children who are not yet toilet trained, our programs will partner with parents/guardians to establish a toilet learning process. Families are asked to bring a change of clothes, including shoes and socks, should your child have an accident.



SCHEDULES

CUSD offers CSPP at most elementary campuses; schedules vary depending on the program. Families receive specific schedule information upon certification of enrollment. All preschool programs align with the traditional CUSD elementary school schedule regarding holidays and breaks.

Sample of Daily Preschool Schedule

AM		PM	
8:30	Arrival/Sign-in	12:15	Arrival/Sign-in
8:45	Breakfast	12:30	Lunch
9:15	Whole Group Circle Time	1:00	Whole Group Circle Time
9:30	Story Time/Large Group	1:15	Outdoor/Gross Motor Skills
9:45	Learning Stations	1:45	Story Time/Large Group
10:45	Outdoor/Gross Motor Skills	2:00	Learning Stations
11:15	Music/Movement	3:00	Music/Movement
11:30	Dismissal	3:15	Dismissal

The preschool teacher's weekly activity plans are posted on the Parent Communication Board. The activity plans are designed to encourage children to discover, create, explore, experiment, observe, discuss, and share. Such activities include:

Dramatic Play
Visual Arts & Cooking
Manipulative: blocks, construction, sand, and water
Music and Movement
Exploration in Science and Mathematics
Pre-Reading, Pre-Writing and Listening
Social-Emotional Development

MEALS

One mealtime is provided each day at the beginning of program. Families have the option of taking advantage of the meals provided by the district Campus Catering department, or having their child bring a nutritious breakfast or lunch from home.

- Meals are provided at no cost to Clovis Unified Preschool students.
- Parents are ***highly encouraged*** to complete the no-cost meal application on Parent Connect.
- The menus are prepared in accordance with state nutritional guidelines. A copy of each month's menu will be posted on the Parent Communication Board and are available on the CUSD web page. <http://cusd.nutrislice.com/menu/preschools>
- For children who are medically required to have special meals and/or accommodations, please report this information on your child's Preadmission Health History form.
- You may download the Meal Statement to Request Special Meals and/or Accommodation form from the preschool website to be completed by the child's physician.
- Campus Catering may be reached at 327-9140 for questions.

TIPS FOR MAKING SEPARATION EASIER

"Goodbye..." Remember when you faced a new situation? You didn't know the people, how to find the room, or what was expected of you. It took time for you to feel at ease. You and your child may face some difficulties saying "goodbye" to each other. Here are a few tips for easing the transition:

- *Prepare yourself.* Good feelings are contagious! If you are genuinely enthusiastic about any upcoming change, your child will look forward to it too. Be comfortable in your decision to enroll your child in preschool.
- *Prepare your child.* Let your child know ahead of time to prepare for the start of school. There will be a meet and greet the Friday before school starts where you and your child may get acquainted with the teaching team.
- *Create comfortable routines.* Develop both evening and morning routines. These rituals add predictability and are comforting in unfamiliar situations.
- *Saying goodbye.* Each day when you arrive, take your time to see that your child gets settled comfortably. Say goodbye to your child when it's time to go.

Above all, be positive, and enjoy this next step in your child's growth!



CURRICULUM & ASSESSMENTS

California Preschool Learning Foundations

The foundations provide preschoolers with the most complete program for kindergarten readiness, the California State Department of Education (CDE) has prepared the California Preschool Learning Foundations to delineate the learning goals for four-year-old children in the areas of Social-Emotional Development, Language & Literacy, Mathematics, Visual & Performing Arts, Physical Development, Health, History-Social Science, and Science.

Language Enrichment Activities Program (LEAP)

The LEAP curriculum was purchased and launched in August 2005. LEAP is an interactive, sequential and age-appropriate early literacy program with a parent education component and teacher instruction component for all emergent readers. Focus is on learning fundamentals of vocabulary, concepts of print and, enjoyment of listening to and dramatizing a story.

DiG Math

The DiG Math curriculum launched in August 2017. DiG Math provides meaningful and concrete experiences with mathematical concepts using a developmentally appropriate progression of skills.

Learning Without Tears (LWOT)

Our preschool programs implemented Handwriting Without Tears in August 2006 to promote a developmental sequence for teaching children how to write. Children learn shapes, pre-strokes, letters, and numbers through multi- sensory play ensuring their success in language and literacy.

Second Step

The Second Step curriculum was launched in August 2016 to promote readiness skills in school and life through social and emotional competence and self-regulation skills.

Each preschooler's learning growth is monitored by:

Desired Results/Developmental Profile DRDP (2015) Essential View

The areas assessed are Approaches to Learning/Self-Regulation, Social and Emotional Development, Language and Literacy Development, English Language Development, Cognitive Development, Mathematics, and Physical Development/Health.

Each child's progress is discussed during individual conferences between the teacher and parents/guardians during fall and spring parent conferences.

BEHAVIOR SUPPORT POLICY

Clovis Unified Preschool understands the importance of teaching and supporting all students in the development of social skills and emotional literacy skills. Research shows that social emotional learning has a positive impact on student emotional well-being and future academic success. To help promote healthy social emotional development, prevent challenging behaviors, and intervene, when necessary, we utilize the Positive Behavior Intervention and Support (PBIS) model and the Teaching Pyramid framework as well as 2nd Step curriculum. PBIS and Teaching Pyramid are research-based, multi-tiered positive behavior systems used program-wide to help support all children, including those with challenging behaviors. PBIS and Teaching Pyramid provide clear expectations for all children. In preschool the expectations are: Be Safe, Be Kind, Be Helpful. Under each of these expectations are rules and procedures that help children learn how to be safe, kind, and helpful in the classroom and on the playground. The foundation of PBIS and Teaching Pyramid is creating supportive learning environments and building strong relationships with children and families. For those children who may need extra support, teachers have a variety of strategies they can use and a strong network of support staff they can work with. Teachers and preschool administration work closely with families to address persistent challenging behaviors including behaviors that cause harm or injury to another student or staff, threaten harm, or create an unsafe environment for self or others. The following steps will be implemented after the teacher has documented the child's behavior, discussed the behavior with families, and ensured PBIS/Teaching Pyramid Tier 1 strategies are in place.

- Step 1 Preschool classroom staff turn in all documentation regarding the student's behavior, including "Behavior Observation Reports", a "Request for Additional Support" and a "Three Things" form. This paperwork will initiate a consultation from the preschool Behavior Consultation Team (BCT). A member of the BCT will observe the student and offer strategies and supports to the classroom staff. If the child has an Individualized Education Plan (IEP), with written parental consent, preschool administration shall contact the agency responsible for the child's IEP, to seek consultation regarding behavior strategies.
- Step 2 If the child's serious behavior persists a Student Study Team (SST) meeting will be held with the teacher, parent/guardian, and support staff (psychologist, nurse, etc.) to review the behaviors and interventions. During the SST an Action Plan will be created to support the student. This may include, but is not limited to, a referral to the Behavior Consultation Team, a universal screening of the child, including, but not limited to, screening the child's social and emotional development, and/or a Behavior Support Plan created with the School Psychologist.
- Step 3 If the child continues to display serious behaviors and the Action Plan has been fully implemented, the Action Plan will be modified to include new strategies which may include a referral to the Preschool Assessment and Consultation Team or the home school site Psychologist (for Transitional Kindergarten aged students). Students who reside outside of Clovis Unified School District boundaries will be referred to the child's school district of residence.

Step 4 When steps 1-3 have been fully implemented and documented and the child's serious behavior continues, Clovis Unified Preschool administration will determine, in consultation with parents or legal guardians of the child, the child's teacher, and if applicable, the agency responsible for the implementation of the IEP, whether the child's continued enrollment presents a serious safety threat to the child or other enrolled children. Upon such a finding, the child will be unenrolled and Clovis Unified Preschool will refer parents or legal guardians to other potentially appropriate placements, the local childcare resource and referral agency, or any other applicable referral services available in the community. Parents will receive a Notice of Action and be informed in writing of their right to file an appeal directly with CDE by submitting a written request for an appeal hearing at EEDappeals@cde.ca.gov, no later than 14 calendar days after receipt of the notice. If parents/guardians wish to appeal the decision, the child may not attend program during the appeal process. (California Education Code 8489).

For the students with qualifying disabilities, the district shall adhere to the procedures outlined in the Individuals with Disabilities Education Improvement Act (IDEA) and the Act's accompanying regulations, to include, when appropriate, referring a student for an assessment to determine IDEA eligibility, and convening a manifestation determination within 10 school days of a decision to change the student's placement.

Suspension will only be used as a last resort in extraordinary circumstances when there is a serious safety threat that cannot be reduced or eliminated without the removal of the child. Preschool staff will collaborate with the child's parents or legal guardians and use appropriate resources, as needed, to determine no other option is appropriate. If it is ever necessary to remove a child from all or part of the program day or prevent a child from attending the program for one or more days in response to the child's behavior a written Notice of Action will be issued to the parent or guardian. Preschool administration and classroom staff will help the child return to full participation in all program activities as quickly as possible while ensuring child safety while continuing to engage with parents and developing a written plan (SST Action Plan) to document the action and supports needed.



PARENT INVOLVEMENT

Parents are encouraged to become involved in their child's preschool program.

PARENT VOLUNTEER

We encourage all parents/guardians to volunteer. Teachers will maintain the volunteer calendar based on program needs. Volunteers may serve in the classroom, prepare materials at home, be guest speakers, and help in many other ways.

Clovis Unified School District utilizes a system called *Raptor* for parent volunteers. All volunteers must be cleared through this system prior to volunteering. Once cleared, volunteers are required to sign in at the school site office with a driver's license, Department of Defense card, a passport card or state-issued identification card and wear a visitor's badge while on campus.

Prior to volunteering, parents must:

Step 1:

- Complete the online application at CUSD.com, parent, volunteers. You will need to specify 'preschool'.

Step 2:

The following documents must be uploaded or submitted into the Child Development office (NOT the school site). Please note that the requirements for preschool volunteers are different than the requirements for volunteering in K-12 classrooms.

- Photo ID
- TB test clearance or Risk Assessment completed within the last 12 months.
- Documentation for measles, pertussis, and influenza immunizations (the influenza immunization may be waived).

Due to Community Care Licensing regulations, other children may not accompany volunteers to program. All parent/guardians are encouraged to attend the monthly parent meetings.

SCHOOL TO HOME COMMUNICATION

- Once your child is enrolled in Clovis Unified Preschool you will have access to your Parent Connect account. You will need to go to CUSD.com then Parents, Parent Resources, Parent Connect. Click on “Need Your Login Information”. Enter your email address that you used when you registered your child. Your PIN and Password will be emailed to you. Once signed into Parent Connect click on “Information Update” and verify all information is correct. This is also where you will fill out the application for no-cost meals. At any time throughout the school year, you may update the information in Parent Connect. This includes changing your contact information or adding/deleting emergency contacts. **Please notify your child’s teacher if you update any information.**
- Parent orientations are held in the preschool classroom at the beginning of the year.
- Parent meetings are held monthly, except for months where there is a holiday program or parent conference. A variety of topics involving the partnership between parents and Preschool are discussed at these meetings. Parent attendance is strongly encouraged.
- Formal parent/teacher conferences occur two times a year. Informal conferences may take place any time throughout the course of the year. We would like to emphasize that your communication and involvement is very important.
- Newsletters will be sent home monthly.
- Parent surveys will be sent out online every spring.

PARENT COMMUNICATION BOARD

The Parent Communication Board is located near the classroom entrance. It contains daily schedule, weekly lesson plans, calendar of events, menu, parent volunteer sign-up sheet, program information, class newsletter, CUSD Governing Board Policies, and licensing information. Please check the board for program information.

PARENT ADVISORY COMMITTEE

The Child Development Parent Advisory Committee is comprised of parents, educators, and community members interested in being partners in and contributors to our programs’ efforts. Meetings are held twice each year. As a participant, your input will ensure that our programs continually improve and meet our highest expectations

ATTENDANCE

Regular attendance plays an important role in student achievement.

“Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. This relationship between attendance and achievement may appear early in a child’s school career. A recent study looking at young children found that absenteeism was associated with negative outcomes, such a lower achievement in reading, math, and general knowledge.”

Romero, M., and Lee, Y (2007). A National Portrait of Chronic Absenteeism in the Early Grades. New York, NY: The National Center for Children in Poverty

SIGN IN/OUT PROCEDURES

- Your child must be signed in and out each day by a designated responsible **ADULT (18 years or older)**. **Full, legal signatures are required—NOT initials**.
- **Children may ONLY BE SIGNED OUT BY ADULTS LISTED ON THE Emergency &Release Contacts in Parent Connect.** Anyone picking up the child must be prepared to show picture identification. This policy is enforced to ensure the safety of your child.

PICK-UP PROCEDURES

Arrive promptly at dismissal time. Sign your child out when you exit the classroom. Please call if you will be late in arriving. No person other than those who are listed on the Emergency & Release Contacts in Parent Connect will be allowed to pick-up your child. No changes will be accepted by phone. **Make all changes in Parent Connect and report changes to your child’s teacher.**

In the case of a change in child custody, court documents must be provided to inform the Child Development office of current custodial rights and days a non-custodial parent may pick-up the child. Restraining orders must be on file in the preschool classroom and Child Development office.

LATE PICK-UP PROCEDURES

Prompt arrival and departure of students to and from preschool is expected. Should late pick-ups occur:

1. Parent will receive a “Late Pick-Up” notice indicating the number of minutes parent is late. A copy is sent to the Child Development office.
2. The Child Development office staff records late minutes per child.
3. When the total reaches 60 minutes in late pick-up time, the parent will be contacted by the Preschool Coordinator for a phone conference.
4. If the late pick-ups continue, the parent will be contacted by mail to meet with the Preschool Coordinator. Child may be dropped from program at the next late pick-up.
5. Child Protective Services and/or local police may be contacted if the child is not picked up 30 minutes beyond dismissal time.

ABSENCES

Please notify the Teacher Director when your child is absent. Please note *the reason* for absence in the classroom sign-in binder.

EXCUSED ABSENCES

According to the National Health & Safety Performance Standards, it is recommended that no child shall come to class or stay in class when the following symptoms listed below are present (children should remain at home until symptoms are gone OR released by physician). Excused absences include the following:

1) ILLNESS OR QUARANTINE of the enrolled child, parent, or sibling.

REASONS TO KEEP CHILD HOME:

- Fever 100.0F or greater within 24 hours
- Illness affecting child's ability to learn
- Vomiting/diarrhea
- Starting antibiotics within 24 hours
- Sore throat, especially with headache and/or upset stomach (these are symptoms of strep throat)

RETURN TO SCHOOL:

If a student is sent home with a fever, they may not return the next day. Student may not return until the following criteria are met:

- Symptom free for 24 hours. This includes fever, vomiting, diarrhea, cough, and rash.
- Free from fever for 24 hours without use of fever reducing medication such as Tylenol or Motrin.
- Student should complete 24 hours of antibiotic treatment prior to returning to school (if treated with antibiotics).

2) COURT-ORDERED VISITATIONS

- The family data file shall contain a copy of the current custody/court order.

3) FAMILY EMERGENCY including but not limited to

- Death and/or funeral of a family member
- Sudden and unexpected emergencies (i.e., house fire, burglary, auto accident, severe weather, etc.)
- Loss of transportation
- Disaster resulting in loss of residence
- Doctor appointment for child, sibling, or parent
- Or the parents' inability to bring the child for the child to attend

4) **BEST INTEREST OF THE CHILD**

Absences considered in the “best interest of the child,” are those that are in the best interest of the child’s relationship with his/her family. Examples include:

- Educational or family trip,
- Visiting with a non-custodial parent/relative,
- Observance of holiday or religious activity,
- Any activity which provides educational or emotional support for the child.

“Best interest of the child” shall be limited to ten (10) days during the school year. Except for children who are recipients of protective services or at risk of abuse or neglect. Best Interest absences are from the standpoint of the parent, considered to be in the best interest of the child, e.g. to be with family, religious activity, or a day to be with the parent.

5) **ABANDONMENT OF CARE DAYS** – CA Code of Regs, Title 5, 18066.5

ABANDONMENT OF CARE

When a family has not been in communication with the classroom teacher for seven calendar days, the teacher will notify the Child Development office. Teaching staff will attempt to contact the family by phone and email. When there has been no communication from the family for a total of thirty consecutive days, the Child Development office shall issue a Notice of Action to disenroll the family based on abandonment of care.



HEALTH AND SAFETY

LICE

Clovis Unified School District operates on a NO LICE policy. Students will be sent home if evidence of live lice is found. Students may not return until treatment has been completed and hair/scalp are free from live lice. Students must check in with the school health office and be cleared to return. Class checks are no longer part of district policy. Families may contact the Sierra Vista Health Clinic for additional resources 327-7976.

INJURIES

Minor injuries will be given first aid attention by a qualified staff member. In the event of a medical emergency or accident, you will be contacted per the information provided in Parent Connect. The Admission Agreement you signed during registration authorizes Clovis Unified Preschool staff to contact your family doctor and take whatever emergency measures are deemed necessary for the care and protection of your child.

SAFETY

Our parking area can be a busy place at certain times of the day. Help us in providing a safe environment by adhering to the following tips:

- Do not leave ANY child in a car unattended by an adult, see NOTE below
- Hold your child's hand in the parking lot
- Make sure your child doesn't run ahead of or behind you upon arrival and pick-up
- Upon arrival, turn the engine of your car off
- Drive slowly in the parking lot
- Do not park in the designated bus area
- All children under the age of eight years of age and under 4 feet 9 inches tall, must be in a booster seat in the back seat

NOTE: UNATTENDED CHILD in MOTOR VEHICLE SAFETY ACT (a.k.a., "Kaitlyn's Law"), effective as of January 1, 2002. This law makes it an infraction, punishable by a fine of \$100, for a parent, guardian, or other person responsible for a child six years of age or younger, to leave that child in a motor vehicle without supervision.

CLOTHING SAFETY

According to the U.S. Consumer Product Safety Commission, drawstrings on children's jackets are a hidden hazard that can lead to injury and death, as they can become jammed into the nooks and crannies of playground equipment. CPSC recommends parents to remove the hood and neck strings from all children's outerwear.

PRESCHOOL NURSE

We have a Registered Nurse who carries a School Nurse Credential. She oversees all children's immunizations, physicals, medications, and any individualized health needs as required. The nurse trains preschool teaching staff in CPR/FA, medication administration, and care of individual health needs. She provides health assessments and developmental assessments for any child who is being evaluated for services through Special Education. The nurse is up to date on all State and District policies regarding health guidelines and assisting in their implementation. If you are in need, please contact our Child Development office to speak to the nurse who can connect you with resources.

MEDICATIONS

- If possible, give medication to the child at home prior to or after the program.
- Our staff cannot administer medications to any child without a completed "Medication at School" form completed by the physician and parent. The form must include the child's name, dosage, and time to be administered.
- Medication forms are available at www.cusd.com (schools/programs/preschool). Completed forms will be placed in the child's file.

District personnel cannot administer non-prescribed medication. This includes over-the-counter items such as aspirin, Tylenol, cough medicine, sunscreen, etc. It will be the parent's responsibility to administer the medication other than those prescribed by a physician. Staff will be trained in administering medications. Students requiring inhalants shall have a Nebulizer permission form on file signed by parent/guardian.

All medications must be kept in the original container and labeled noting the child's name, the medication name, recommended dosage, time intervals for administration, expiration date and prescriber's name and license number. Medication will be stored in the preschool classroom according to the instructions on the label, kept beyond the reach of children, and returned to the parent when no longer needed.

INSURANCE

CUSD and the Child Development Department take appropriate steps to protect your child from injuries. Accidents can and do happen while participating in normal school activities, even though precautions are taken. CUSD does make available a variety of affordable insurance plans to help you in the event of an accident. We urge you to consider purchasing the plan that best fits your specific needs. Check with our program nurse if you have any questions about how to access optional insurance coverage.

Please contact the Preschool Coordinator for information regarding medical insurance coverage for injuries sustained at the school site.

OTHER ACTIVITIES

GUEST SPEAKERS & PRESENTERS

Guest speakers and presenters often provide interactive experiences that enhance a particular theme or subject matter the children may be learning. Families will be informed ahead of time as to the subject and nature of the presentation. These presentations are provided at no cost to families.

SCHOOL CELEBRATIONS AND BIRTHDAYS

Classrooms will have occasional celebrations throughout the year. Please inform the teacher if your child is not able to participate in these events due to religious beliefs. In addition, inform the staff if your child has any known or suspected food allergies.

Birthdays are a special time for preschool students. We adhere to the elementary school site's birthday party policy. Please check with your child's teacher for these guidelines.



MISCELLANEOUS POLICIES AND PROCEDURES

CONFIDENTIALITY

Information relating to your child is confidential and will not be released unless written authorization is provided by a parent or legal guardian, unless the law provides for such release without authorization by a parent/guardian.

Request for copies of a child's attendance record will take time to process and must be requested through the Child Development office.

In the case of a separation/divorce, the most recent court documents must be provided to inform the Child Development office of current custodial rights and days a non-custodial parent may pick up the child.

Restraining orders must be on file in the preschool classroom and the Child Development office.

THE CHILD ABUSE AND NEGLECT REPORTING ACT

The Child Abuse and Neglect Reporting Act requires a mandated reporter, including a licensee, an administrator, or an employee of a licensed child day care facility, to report whenever he or she, in his or her professional capacity, has knowledge of or observed a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect.

INCLUSION/MAINSTREAMING

Clovis Unified Preschool recognizes the importance of including all children in our programs, regardless of ability. We offer full inclusion and/or mainstreaming in nearly all our preschool programs. We collaborate with our Special Education Preschool partners to ensure we are meeting the needs of every student. We understand that children with disabilities or other special needs benefit from high quality preschool just as much as typically developing children do. Inclusive, supportive environments teach all children about differences and about respecting and valuing other people regardless of ability. Children are accepted into the program if we can provide a program and atmosphere that meets the needs of the child; the child must not be a danger to himself or others. Reasonable accommodations will be made for children with disabilities.

CHILD FIND

Child Find is a legal requirement for schools to identify children ages birth to 21, who have disabilities and need services. Child Find is part of a federal law called the Individuals with Disabilities Education Act (IDEA). Child Find requires all school districts to have a process for identifying and evaluating children who may need special education services. Parents can request that a school district evaluate their child if they suspect their child has a disability.

SPRING KINDERGARTEN REGISTRATION

Transitional kindergarten and kindergarten registration occur in the spring at all elementary school sites. Registration takes place at the child's home school site. Please call your home school for specific information on registration procedures. Upon the completion of preschool, the student's preschool records (medical, academic, assessments) may be transferred to the school at which she/he will attend kindergarten, unless the parent provides a written statement requesting otherwise. If you live in another school district, you may call Clovis Unified School District's Student Services and School Attendance at 327-9200 for transfer information to CUSD.

OPEN DOOR POLICIES

According to Community Care Licensing parents of enrolled children have the right to enter and inspect the childcare center without advance notice whenever their child is present. Please see the *Childcare Center Notification of Parents' Rights* form, LIC 995 on page 23 of this handbook.

DRESS CODE

The district maintains a dress and grooming code, which the Governing Board finds necessary to maintain order, provide a safe school environment, and promote discipline. Dress or grooming that draws undue attention, detracts from the educational process, is therefore unacceptable. For the optimum safety and comfort of your child in preschool, students must adhere to the district's dress and grooming code, which includes the following:

- Articles of clothing which display gang symbols, profanity, products, or slogans which promote tobacco, alcohol or drugs or sex: materially interfere with schoolwork; or create disorder or disrupt the educational process are not allowed.
- Any clothing or apparel that is student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
- Extreme fashion that draws attention to the student will not be allowed. This includes any clothing and extreme make-up that disrupts the learning environment.
- Jackets and other apparel depicting professional sports teams shall not be worn. Jackets or other apparel depicting college or university teams are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel.
- Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs, or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable. Clothing that exposes bare midriffs or cleavage is prohibited at any time during school or school-sponsored activities or events. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.
- Dresses and skirts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.
- Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced-up, combat, or military style boots will be allowed. Sandals must have heel straps. Flip flops are inappropriate for safety reasons.
- Shorts are to have an inseam of at least five inches (5"). Shorts are to be stitched evenly around, and if frayed, must be stitched to avoid further fraying. Holes revealing skin or undergarments are not allowed. Spandex or Lycra shorts are not permissible. Shorts worn during physical education may not be worn during regular class time at secondary sites.
- Shoes must be worn by all students.

A complete listing of the District's dress and grooming code (Board Policy and Administrative Regulation 5132) may be found on the District's website at <http://www.cusd.com/dress-code/>. A petition for an exemption from enforcement must be submitted to the School & Student Services and Attendance or in the case of a request for medical exemption, to the school nurse.

TOYS FROM HOME/PERSONAL POSSESSIONS

A cubby is provided for each child in our program. Label all your child's belongings. Items such as toys, candy, gum, money, and balloons are prohibited to avoid breakage, or loss of children's treasures. In the event of show-and-tell, children are not permitted to bring toys associated with violence including toy guns, knives, and swords.

The Child Development Department is not responsible for lost, damaged or stolen personal items.

EVENT FLYERS AND SOLICITATIONS

Any flyers or handouts soliciting special events or businesses must first be approved by the Director of Child Development.

PESTICIDE USAGE

California AB 405, Chapter 566, Statutes of 2005

Pursuant to Education Code section 17610.1, the pesticide products at www.schoolipm.info, are prohibited from use on "school sites." The term "school site" is defined in Education Code Section 17609 to mean any facility used for childcare (other than family day care homes), or for public kindergarten, elementary, or secondary school purposes. The term includes the buildings or structures, playgrounds, athletic fields, vehicles, or any other area of property visited or used by pupils. Clovis Unified School District's Preschool facilities are treated with acceptable pesticides according to the school-wide schedule. Warnings are posted 24 hours before and 72 hours after applications. Documentations are housed with plant supervisor.

COMMUNITY CARE LICENSING

Clovis Unified Preschool is licensed by the State of California, Department of Social Services. The State Licensing Agency shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The State Licensing Agency shall have the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement. Community Care licensing notification of parent/guardian rights is posted in every preschool classroom. Details are also available at <http://www.cld.ca.gov>.

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.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: State of CA, Depart. of Social Services, comm. Care Licensing

Licensing Office Address: 1310 E. Shaw Ave., Fresno, CA 93710

Licensing Office Telephone #: 559-243-4588

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: *This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.*

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)

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:

State of California

NAME

Community Care Licensing

ADDRESS

1310 E. Shaw Avenue

CITY

Fresno

ZIP CODE

93710

AREA CODE/TELEPHONE NUMBER

559-243-4588

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)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>.



EFFECTS OF LEAD EXPOSURE

Children 1-6 years old are the most at risk for lead poisoning.

- Lead poisoning can harm a child's nervous system and brain when they are still forming, causing learning and behavior problems that may last a lifetime.
- Lead can lead to a low blood count (anemia).
- Even small amounts of lead in the body can make it hard for children to learn, pay attention, and succeed in school.
- Higher amounts of lead exposure can damage the nervous system, kidneys, and other major organs. Very high exposure can lead to seizures or death.

LEAD POISONING FACTS

- Buildup of lead in the body is referred to as lead poisoning.
- Lead is a naturally occurring metal that has been used in many products and is harmful to the human body.
- There is no known safe level of lead in the body.
- Small amounts of lead in the body can cause lifelong learning and behavior problems.
- Lead poisoning is one of the most common environmental illnesses in California children.
- The United States has taken many steps to remove sources of lead, but lead is still around us.

IN THE US:

- Lead in house paint was severely reduced in 1978.
- Lead solder in food cans was banned in the 1980s.
- Lead in gasoline was removed in the early 1990s.

LEAD IN TAP WATER

The only way to know if tap water has lead is to have it tested.



Tap water is more likely to have lead if:

- Plumbing materials, including fixtures, solder (used for joining metals), or service lines have lead in them.
- Water does not come from a public water system (e.g., a private well).

To reduce any potential exposure to lead in tap water:

- **Flush the pipes in your home**
Let water run at least 30 seconds before using it for cooking, drinking, or baby formula (if used). If water has not been used for 6 hours or longer, let water run until it feels cold (1 to 5 minutes.)*
- **Use only cold tap water for cooking, drinking, or baby formula (if used)**
If water needs to be heated, use cold water and heat on stove or in microwave.
- **Care for your plumbing**
Lead solder should not be used for plumbing work. Periodically remove faucet strainers and run water for 3-5 minutes.*

- **Filter your water**
Consider using a water filter

certified to remove lead.

WARNING! Some water crocks have lead. Do not give a child water from a water crock unless you know the crock does not have lead.



("Water saving tip: Collect your running water and use it to water plants not intended for eating.)

- For information on testing your water for lead, visit the Environmental Protection Agency at their [website](#) or call (800) 426-

4791. You can also visit the California Department of Public Health's website at www.cdph.ca.gov.



POTENTIAL SOURCES OF LEAD

- Old paint, especially if it is chipped or peeling or if the home has been recently repaired or remodeled
- House dust
- Soil
- Some imported dishes, pots and water crocks. Some older dishware, especially if it is cracked, chipped, or worn
- Work clothes and shoes worn if working with lead
- Some food, candies and spices from other countries
- Some jewelry, toys, and other consumer products
- Some traditional home remedies and traditional make-up
- Lead fishing weights and lead bullets
- Water, especially if plumbing materials contain lead

SYMPTOMS OF LEAD EXPOSURE



Most children who have lead poisoning do not look or act sick. Symptoms, if any, may be confused with common childhood complaints such as

stomachache, crankiness, headaches, or loss of appetite.



A blood lead test is free if you have Medi-Cal or if you are in the Child Health and Disability Prevention Program (CHOP). Children on Medi-Cal, CHOP, Head Start, WIC, or at risk for lead poisoning, should be tested at age 1 and 2. Health insurance plans also will pay for this test. Ask your child's doctor about blood lead testing.

For more information, go to the

California Childhood Lead Poisoning Prevention Branch's [website](#), or call them at (510) 620-5600.

The information and images found on this publication are adapted from the California Department of Public Health Childhood Lead Poisoning Prevention Program.

PUB 515 10/2019

DISTRICT POLICIES

BOARD POLICY 1250.1 CIVILITY POLICY

Clovis Unified School District encourages positive communication and discourages disruptive, volatile, or hostile communications or actions. To that end, the District Governing Board has adopted the District Civility Policy, Board Policy 1250.1. The District's Civility Policy promotes mutual respect, civility and orderly conduct among District employees, parents, and the public. Members of the Clovis Unified School District staff will treat parents and other members of the public with respect and expect the same in return. This policy is intended to maintain an educational environment that is safe, harassment-free for our students, staff, parents, and other members of the public; it is not intended to deprive any person of his/her right to freedom of expression. The district expects adherence to the civility standards outlined in BP 1250.1, and will address students, staff, parents, or the public any failure to adhere to those standards.

You may review this policy on the district's webpage at CUSD.com, under School Board, Board Policy 1250.1.

BOARD POLICY 1312.1 FORMAL COMPLAINTS AGAINST EMPLOYEES

We strive to maintain a quality program; however, prompt, and equitable resolutions of complaints are practiced in the following manner:

- 1) Initial contact should be made with the teacher. If the issue is not resolved, then district employees should be contacted accordingly.
- 2) Preschool Program Supervisor
- 3) Coordinator of Preschool
- 4) Director of Child Development

Anyone wishing to file a formal written complaint against a District employee may do so by following the procedures outlined in Board Policy and Administrative Regulations 1312.1, which is available on the District's website at www.cusd.com. A copy BP/AR 1312.1 can be obtained, by request, at your school site office or Child Development department.

BOARD POLICY 5145.7 SEXUAL HARASSMENT PROCEDURES

CUSD Board Policy 5145.7 that prohibits sexual harassment in all the District's programs and activities and is committed to providing an environment free from sexual harassment. The District has established complaint procedures to provide and ensure that students are free from sexual harassment and to provide a mechanism for resolution of complaints of sexual harassment consistent with applicable state and federal laws and regulations and consistent with due process requirements. The District's sexual harassment complaint procedures ensure that such complaints are promptly investigated to prevent sexual harassment. The district also prohibits retaliation against victims, who file complaints of sexual harassment.

Anyone wanting to file a complaint of sexual harassment should do so using the complaint procedures outlined in Board Policy and Administrative Regulations 5145.7, which is available on the district's website at www.cusd.com. A copy of BP/AR 5145.7 can also be obtained, by request at your school site office or the Child Development department.

BOARD POLICY 1312.3 UNIFORM COMPLAINT PROCEDURES

A complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, or bullying.

The Board designates the following Responsible District Officer as the compliance officer assigned to receive and coordinate the district's response to uniform complaints and to ensure District compliance with law:

Associate Superintendent of School Leadership
Clovis Unified School District
1450 Herndon Avenue
Clovis, CA 93611-0599
(599) 327-9000

The Superintendent or designee shall ensure that the Responsible District Officer is trained and knowledgeable about the laws and/or programs that he/she is assigned to investigate. Training shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discriminations (such as discriminatory harassment, intimidation, or applicable standards for reaching decisions on complaints, and appropriate corrective measure. The Responsible District Officer may have access to legal counsel as determined by the Superintendent or designee.

This Board Policy is available in the Child Development office upon request.

EMERGENCY PROCEDURES

Refer to the district's 'Emergency Procedure Guidelines' posted in each preschool classroom.



2024/2025 Location and Program Times

Program times and locations subject to change

CSPP Programs

(5-days per week, 3 hours per day)

School/Program	AM	AMII	PM	PM II
Boris	8:00-11:00		12:00-3:00	
Buchanan	8:00-11:00			
Century	*Language Experience 8:00-11:00			
Clovis	8:00-11:00			
Cole	8:00-11:00			
Copper Hills	7:55-10:55		*Inclusion 11:40-2:40	
Dry Creek	*Language Experience 8:00-11:00			
Fancher Creek	8:00-11:00		12:00-3:00	
Freedom	8:05-11:05		*Language Experience 12:10-3:10	
Gettysburg	8:00-11:00			
Jefferson	*Inclusion 8:00-11:00	*Inclusion 8:00-11:00	*Inclusion 11:45-2:45	*Inclusion 11:45-2:45
Lincoln	*Language Experience 8:15-11:15		12:15-3:15	
Maple Creek	8:15-11:15		12:10-3:10	
Mickey Cox	8:15-11:15			
Miramonte	8:00-11:00		12:00-3:00	
Mountain View	8:15-11:15			
Nelson	8:00-11:00			
Oraze	*Language Experience 8:00-11:00		12:00-3:00	
Pinedale	8:30-11:30			
Reagan	*Inclusion 8:00-11:00	8:30-11:30	*Inclusion 11:50-2:50	
Red Bank	*Language Experience 8:00-11:00			
Riverview	8:05-11:05			
Sierra Vista	8:00-11:00			
Tarpey	8:00-11:00		11:45-2:45	
Temperance-Kutner	8:00-11:00		12:00-3:00	
Weldon	7:45-10:45			
Woods	8:00-11:00			
Young	*Inclusion 7:55-10:55		*Inclusion 11:45-2:45	

*Inclusion classes are fully inclusive programs with two teachers: one General Education and one Special Education, as well as instructional assistants. Each class is made up of 50% children with disabilities and 50% children who are typically developing.

*Language Experience Programs include typically developing students and students with Speech IEPs.

TELEPHONE NUMBERS

Site	Portable	School Office
Boris	327-3885	327-3800
Buchanan	327-3402	327-3000
Century	327-8425	327-8400
Clovis	327-6186	327-6100
Cole	327-6285	327-6200
Copper Hills	327-6308	327-6300
Dry Creek	327-6553	327-6500
Fancher Creek	327-6785	327-6700
Freedom	327-4888	327-4800
Gettysburg	327-6963	327-6900
Jefferson	327-7024	327-7000
Jefferson II	327-7021	327-7000
Lincoln	327-7226	327-7200
Maple Creek	327-7388	327-7300
Mickey Cox	327-6485	327-6400
Miramonte	327-7485	327-7400
Mountain View	327-7528	327-7500
Nelson	327-7697	327-7600
Oraze	327-1786	327-1700
Pinedale	327-7786	327-7700
Reagan	327-8930	327-8900
Reagan II	327-8940	327-8900
Red Bank	327-7885	327-7800
Riverview	327-8627	327-8600
Sierra Vista	327-7985	327-7900
Tarpey	327-8088	327-8000
Temperance-Kutner	327-8127	327-8100
Weldon	327-8385	327-8300
Woods	327-8837	327-8800
Young	327-0985	327-9267

Child Development Department Office – 327-9160
Tara Logan, Coordinator of Preschool Programs – 327-9186

