

CUCAMONGA SCHOOL DISTRICT  
STATE PRESCHOOL PROGRAM

**A GREAT PLACE TO BEGIN**  
2023-2024



CUCAMONGA STATE PRESCHOOL  
8677 Archibald Avenue  
Rancho Cucamonga, CA 91730  
(909) 980-1318 Ext. 1301

I have received and read the Cucamonga School District State Preschool parent handbook. I understand that I am responsible for keeping this handbook to refer to as needed during the school year.

I acknowledge with my signature the receipt of the **PESTICIDE NOTIFICATION**.

Please Sign and Return Receipt of this Handbook to School.

Student's Name:

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Agency Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CUCAMONGA STATE PRESCHOOL

Located at Cucamonga Elementary  
8677 Archibald Avenue  
Rancho Cucamonga, CA 91730  
(909) 980-1318 Ext. 1301  
[www.cucamonga-ca.schoolloop.com](http://www.cucamonga-ca.schoolloop.com)



Cucamonga School District  
State Preschool Parent Handbook  
License #364801868

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# What parents should know about the State Preschool Program?

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Dear Parent/Guardian,

Thank you for choosing the Cucamonga School District State Preschool Program to provide a quality child development program for your child. Our staff is here to serve your child and your family. We appreciate any input you may have to help our program.

Throughout the school year we have parent meetings, special events, and other activities that you can participate in. Our staff believes that only by working as a team can we create the best possible program for the children. Your participation and involvement are both needed and appreciated.

Please feel free to speak with the program staff if you have any questions or family needs. We have an "open door" policy, and you are welcome to visit the program at any time. You can also reach us by calling (909) 980-1318, ext. 1301.

Please keep this handbook as a reference. Included is a copy of this year's school calendar.

We look forward to working with you and your child.

Sincerely,  
State Preschool Staff

**Due to the Covid-19 outbreak, the following safety guidelines will be immediately put into place.**

- If a child's temperature is over 100.4, they will be sent home. This is for the health and safety of all children and Staff.
- Do not bring your child to school if they have exhibited any of the following symptoms within the last 72 hours. Fever, coughing, runny nose, sneezing, vomiting, complains of stomach pain, shortness of breath, wheezing, fatigue, any complaints of not feeling well. Parents are responsible to contact the preschool office when the child will be absent.
- Any child who complains about or appears to be sick while at school will be sent home. Parents are required to pick up their child immediately.
- Anyone entering the facility will be required to sanitize hands. This includes children.
- Hand washing will be an integral part of the classroom routine and instruction.
- Children will be instructed to cover coughs and sneezes with a tissue or arm.
- Social distancing guidelines will be enforced.
- Personal belongings will not be allowed in class other than a full change of clothing to be kept at school.
- Medications for permanent conditions must be accompanied by appropriate district documentation, approval by the district nurse, as well as a prescription to be kept at school. Notify the preschool prior to attending class regarding any conditions that require consistent monitoring (ie; asthma, diabetes, allergies, recurring skin conditions). Non-approved medications will not be allowed.
- In order to provide the opportunity to sanitize the classroom between sessions, it is imperative that you adhere to pick up guidelines. No late pickups.

# CUCAMONGA SCHOOL DISTRICT 2023-2024 SCHOOL CALENDAR

**2023**

| JULY      |      |      |      |      |      |    | AUGUST   |      |      |      |      |      |    | SCHOOL<br>DAYS   |                                     |
|-----------|------|------|------|------|------|----|----------|------|------|------|------|------|----|--|-------------------------------------|
| S         | M    | T    | W    | T    | F    | S  | S        | M    | T    | W    | T    | F    | S  | JULY   |                                     |
|           |      |      |      |      |      | 1  |          |      | 1    | 2    | 3    | 4    | 5  | 4 Independence Day   |                                     |
| 2         | 3    | [4]  | 5    | 6    | 7    | 8  | 6        | 7    | 8    | 9    | {10  | 11   | 12 | <b>AUGUST</b><br>8 Professional Development Day                                      |                                     |
| 9         | 10   | 11   | 12   | 13   | 14   | 15 | 13       | 14   | 15   | 16   | 17   | 18   | 19 | 10 Students Report - Minimum Day   |                                     |
| 16        | 17   | 18   | 19   | 20   | 21   | 22 | 20       | 21   | 22   | 23   | 24   | 25   | 26 | 11 Back to School Night<br>Modified Day - All Sites                                  |                                     |
| 23        | 24   | 25   | 26   | 27   | 28   | 29 | 27       | 28   | 29   | 30   | 31   |      |    | <b>SEPTEMBER</b><br>4 Labor Day  |                                     |
| 30        | 31   |      |      |      |      |    |          |      |      |      |      |      |    | <b>OCTOBER</b><br>2-6 Parent Conference Week -<br>Elementary Sites<br>(Minimum Days) |                                     |
| SEPTEMBER |      |      |      |      |      |    | OCTOBER  |      |      |      |      |      |    | SCHOOL<br>DAYS   |                                     |
| S         | M    | T    | W    | T    | F    | S  | S        | M    | T    | W    | T    | F    | S  |  |                                     |
|           |      |      |      |      | 1    | 2  | 1        | 2    | 3    | 4    | 5    | 6    | 7  | 9 Non-Student Day (PD Day)   |                                     |
| 3         | [4]  | 5    | 6    | 7    | 8    | 9  | 8        | [9]  | 10   | 11   | 12   | 13   | 14 | 16-20 Parent Conference Week - RCMS<br>(Minimum Days)                                |                                     |
| 10        | 11   | 12   | 13   | 14   | 15   | 16 | 15       | 16   | 17   | 18   | 19   | 20   | 21 | <b>NOVEMBER</b><br>10 Veteran's Day  |                                     |
| 17        | 18   | 19   | 20   | 21   | 22   | 23 | 22       | 23   | 24   | 25   | 26   | 27   | 28 | 20-22 Non-Student Days   |                                     |
| 24        | 25   | 26   | 27   | 28   | 29   | 30 | 29       | 30   | 31   |      |      |      |    | 23-24 Thanksgiving Holidays<br>29 Minimum Day - All Sites                            |                                     |
| NOVEMBER  |      |      |      |      |      |    | DECEMBER |      |      |      |      |      |    | SCHOOL<br>DAYS   |                                     |
| S         | M    | T    | W    | T    | F    | S  | S        | M    | T    | W    | T    | F    | S  |  |                                     |
|           |      |      | 1    | 2    | 3    | 4  |          |      |      |      |      | 1    | 2  | <b>DECEMBER</b><br>22-29 Winter Recess   |                                     |
| 5         | 6    | 7    | 8    | 9    | [10] | 11 | 3        | 4    | 5    | 6    | 7    | 8    | 9  | 22 Local Holiday   |                                     |
| 12        | 13   | 14   | 15   | 16   | 17   | 18 | 10       | 11   | 12   | 13   | 14   | 15   | 16 | 25 Christmas Day Holiday   |                                     |
| 19        | [20] | [21] | [22] | [23] | [24] | 25 | 17       | 18   | 19   | 20   | 21   | [22] | 23 | 28 Admission's Day   |                                     |
| 26        | 27   | 28   | 29   | 30   |      |    | 24       | [25] | [26] | [27] | [28] | [29] | 30 | 29 Local Holiday   |                                     |
|           |      |      |      |      |      |    | 31       |      |      |      |      |      |    | <b>JANUARY</b><br>1 New Year's Day   |                                     |
| JANUARY   |      |      |      |      |      |    | FEBRUARY |      |      |      |      |      |    | SCHOOL<br>DAYS   |                                     |
| S         | M    | T    | W    | T    | F    | S  | S        | M    | T    | W    | T    | F    | S  |  |                                     |
|           |      |      |      |      | [5]  | 6  |          |      |      |      | 1    | 2    | 3  | <b>FEBRUARY</b><br>7 Minimum Day - All Sites   |                                     |
| 7         | 8    | 9    | 10   | 11   | 12   | 13 | 4        | 5    | 6    | 7    | 8    | 9    | 10 | 12 Lincoln's Day   |                                     |
| 14        | [15] | 16   | 17   | 18   | 19   | 20 | 11       | [12] | 13   | 14   | 15   | 16   | 17 | 19 President's Day   |                                     |
| 21        | 22   | 23   | 24   | 25   | 26   | 27 | 18       | [19] | 20   | 21   | 22   | 23   | 24 | <b>MARCH</b><br>18-22 Parent Conference Week -<br>All Sites (Minimum Days)           |                                     |
| 28        | 29   | 30   | 31   |      |      |    | 25       | 26   | 27   | 28   | 29   |      |    | 25-29 Spring Recess<br>29 Local Holiday  |                                     |
| MARCH     |      |      |      |      |      |    | APRIL    |      |      |      |      |      |    | SCHOOL<br>DAYS   |                                     |
| S         | M    | T    | W    | T    | F    | S  | S        | M    | T    | W    | T    | F    | S  |  |                                     |
|           |      |      |      |      | 1    | 2  |          |      | 1    | 2    | 3    | 4    | 5  | 6  | <b>APRIL</b><br>1-30 CAASPP Testing |
| 3         | 4    | 5    | 6    | 7    | 8    | 9  | 7        | 8    | 9    | 10   | 11   | 12   | 13 | <b>MAY</b><br>1-10 CAASPP Testing  |                                     |
| 10        | 11   | 12   | 13   | 14   | 15   | 16 | 14       | 15   | 16   | 17   | 18   | 19   | 20 | 24 Last Day of School - Minimum Day  |                                     |
| 17        | 18   | 19   | 20   | 21   | 22   | 23 | 21       | 22   | 23   | 24   | 25   | 26   | 27 | 27 Memorial Day  |                                     |
| 24        | [25] | [26] | [27] | [28] | [29] | 30 | 28       | 29   | 30   |      |      |      |    | <b>JUNE</b><br>19 Juneteenth Day   |                                     |
| 31        |      |      |      |      |      |    |          |      |      |      |      |      |    | 180  |                                     |
| MAY       |      |      |      |      |      |    | JUNE     |      |      |      |      |      |    | SCHOOL<br>DAYS   |                                     |
| S         | M    | T    | W    | T    | F    | S  | S        | M    | T    | W    | T    | F    | S  |  |                                     |
|           |      |      | 1    | 2    | 3    | 4  |          |      |      |      |      |      | 1  | <b>Elementary Schools</b>  |                                     |
| 5         | 6    | 7    | 8    | 9    | 10   | 11 | 2        | 3    | 4    | 5    | 6    | 7    | 8  | November 3--First Trimester Ends 60 School Days                                      |                                     |
| 12        | 13   | 14   | 15   | 16   | 17   | 18 | 9        | 10   | 11   | 12   | 13   | 14   | 15 | February 23--Second Trimester Ends 60 School Days                                    |                                     |
| 19        | 20   | 21   | 22   | 23   | 24   | 25 | 16       | 17   | 18   | [19] | 20   | 21   | 22 | May 24--Third Trimester Ends 60 School Days  |                                     |
| 26        | [27] | 28   | 29   | 30   | 31   |    | 23       | 24   | 25   | 26   | 27   | 28   | 29 | 180 School Days  |                                     |
|           |      |      |      |      |      |    | 30       |      |      |      |      |      |    | <b>Middle School</b>   |                                     |
|           |      |      |      |      |      |    |          |      |      |      |      |      |    | December 21 - First Semester Ends 88 School Days                                     |                                     |
|           |      |      |      |      |      |    |          |      |      |      |      |      |    | May 24 - Second Semester Ends 92 School Days   |                                     |
|           |      |      |      |      |      |    |          |      |      |      |      |      |    | 180 School Days  |                                     |

|  |                 |
|--|-----------------|
| <b>Elementary Schools</b>  |                 |
| November 3--First Trimester Ends   | 60 School Days  |
| February 23--Second Trimester Ends   | 60 School Days  |
| May 24--Third Trimester Ends   | 60 School Days  |
|  | 180 School Days |
| <b>Middle School</b>   |                 |
| December 21 - First Semester Ends  | 88 School Days  |
| May 24 - Second Semester Ends  | 92 School Days  |
|  | 180 School Days |
| <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> All Schools and District Offices Closed<br><span style="border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Non-School Days<br><span style="border-left: 1px solid black; border-right: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Beginning of School <span style="border-right: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Last Day of School |                 |

Adoption Date: March 9, 2023

## **STATE PRESCHOOL**

State Preschool is a comprehensive child development program, serving low-income children and families. The program operates an A.M. session from 8:20-11:20, and a P.M. session from 12:15-3:15, Monday through Friday. Busing is not provided.

### **About the Program**

Services are offered on a nondiscriminatory basis, giving equal treatment without regard to mental or physical disability, sex, sexual orientation, race, color, creed, religion, national origin, or ancestry. The program environment beckons the child to touch and explore in a variety of activity centers. Appropriate play clothes are best suited for children of preschool age. The program does not engage in religious instruction or worship.

### **Program Philosophy**

The program philosophy is based upon the belief that each person, whether child or adult, is unique and has an unlimited capacity for growth. It is our view that a child development program meets the needs of the whole child and provides for emotional, social, physical, cognitive, lingual, and creative growth. The theoretical framework of the program is based on the Preschool Foundations. We believe that young children learn best through play and that the adult's task is to guide them in this process through modeling and interaction. The environment is characterized by low anxiety, interaction, explanation, and relevant and meaningful content. The physical environment beckons the child to touch and explore in a variety of activity centers, while the affective environment is designed to nurture, build self-esteem, and set the stage for risk-taking and interaction. The program's structure and focus are on active learning and encourages the children to become independent self-motivated learners. By utilizing this framework, the program provides preschool children with a positive learning experience.

### **Program Meal and Snack Service**

Cucamonga State Preschool provides services to low-income families and participates in the National School Breakfast and Lunch Program. This service is provided to you free of charge. Upon daily arrival to class, the A.M. students will be served breakfast and the P.M. students will be served lunch. Daily snacks will not be served.

For children and families who celebrate birthdays, in keeping with the school policy of treating each child with respect and fairness, birthday celebrations will consist of a paper crown and a nutritious snack provided by the school.

## **PROGRAM GOALS AND OBJECTIVES**

In keeping with our program philosophy, the following goals have been established.

### **1. CHILDREN'S PROGRAMS**

**Goal:** To meet the individual developmental needs of each child through developmentally appropriate programs which include the child's social-emotional, cognitive, physical, creative and language development.

**Objectives:**

- During the school year, the teacher will make referrals for the child's physical and mental health needs identified through observations and assessments.
- Throughout the school year, the teacher and staff will assess each child and report findings to the parents during parent/teacher conferences.

**Goal:** To provide fundamental early literacy and math programs that develop the phonological and phonemic awareness of the child and fosters pre-mathematical concepts.

**Objectives:**

- Children will be exposed daily to letter and sound recognition activities as prescribed by the Zoo phonics program.
- Children will be exposed daily to numbers and pre-math concepts throughout the environment.
- Homework will be sent home on a weekly basis to promote concepts introduced that week.

### **2. ENVIRONMENT**

**Goal:** To provide a safe environment that beckons to the curiosity and imagination of the child. The room environment will be divided into eight major areas: blocks, manipulative, quiet area, creative art, dramatic play, writing, sensory motor, reading and listening centers.

**Objectives:**

- The classroom materials and room will be developmentally appropriate and rotated based on monthly themes and curriculum.
- The classroom will reflect a child friendly environment that depicts self-worth and esteem and promotes exploration and success.

### **3. STAFF DEVELOPMENT**

**Goal:** To provide relevant staff development and training on a regular basis.

**Objectives:** At the beginning of the year, staff will fill out a need's assessment survey.

- Staff will have the opportunity to participate in at least one workshop or conference during the school year.
- Program coordinators will conduct mini workshops on developing effective teaching skills in order to enhance the program.



#### **4. PARENT/COMMUNITY RELATIONS**

**Goal:** To provide resources, referral information and support services to assist families in meeting their needs.

**Objectives:**

- The program coordinator will conduct a written survey of parents to determine what topics they are interested in (i.e., child development, parenting or home life skills).
- To involve parents in the program development and operations, through parent meetings, a Parent Advisory Committee, and through participation in the annual self-review (ECERS).
- To provide opportunities for parents and families to volunteer in the classroom.

**Goal:** To establish a positive reciprocal relationship between the program and community agencies in order to better serve the families within the program.

**Objectives:**

- A letter and flyer will be sent out to key agencies to solicit support from the community.
- Efforts will be made to bring community support services and information to the parents and children in the program.
- Emphasis on providing information on community health will be provided throughout the school year.

#### **PROGRAM POLICIES**

The Cucamonga School District State Preschool Program operates according to school district schedules each year, under the administration of the California State Department of Education and the Cucamonga School District Office.

Personnel policies of the preschool are governed by written policies which provide for job descriptions, qualification requirements, objective review of grievances and complaints, a sound compensation plan, and statements of employee benefits and responsibilities.

The methods of recruiting and selecting personnel ensure equal opportunity for all interested persons to file an application and have it considered within a reasonable time. The teacher employed by the Cucamonga School District must have a valid Children's Center Permit issued through the California State Department of Education.

#### **PROGRAM ADMISSION POLICIES / ELIGIBILITY**

Pre-Kindergarten children ages three (3) years through five (5) years are eligible for the program. Children must be fully potty trained upon enrollment. The family's adjusted monthly income cannot exceed the income ceilings established at the time of enrollment. Income ceiling requirements do not apply to children under Child Protection Services. The family must be a resident in the state of California.

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

**Cucamonga State Preschool Program:**

- Welcomes the enrollment of children with disabilities.

- Understands the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children.
- Implements those accommodations.

To enroll in the State Preschool Program, parents must bring in documentation for verification of the following:

- Documentation of all children counted in family size (i.e., birth certificate, hospital record, school record, etc.)
- Physician Report dated within one year of enrollment
- Immunization Record
- Verification of Income
- AFDC/TANF Verification, if applicable

**First Priority:**

1. Child Protective Service referrals for 3 & 4-year-old regardless of income.
2. Children who will be 4 years old by September 1 of the current school year.
3. Families with lowest income shall be admitted first.

**Second Priority:**

1. Children who will be 3 years old by September 1 of the current school year.
2. Families with the lowest income shall be admitted first.

If income is the same, priority will be given in the following order:

1. Children who are identified as limited English or non-English proficient.
2. Children from families whose special circumstances (deaf, mentally disabled parents or other related disabilities) may diminish the child’s opportunities for normal development.
3. Children with exceptional needs who possess a current Individualized Education Plan (IEP).

**Termination of Services**

Changes that would make a family ineligible for services according to state preschool guidelines.

- Three late pick-up notifications within the school year.
- Three days unexcused absence.
- Failure to provide documentation necessary for continued enrollment.
- Unsafe conduct on school grounds, including parking lots.
- Rude and/or malicious actions towards staff, parents or children.
- Violations of Education Code regarding firearms, alcohol, drugs, physical altercations, theft, destruction of property, immoral conduct, etc.
- Incomplete “Medical Statement” and “Administration of Medication at School” forms.

**Procedure**

- Parents will be notified in writing of reasons for termination of services.
- Violation of item number 1-6 above, will be cause for immediate notification to parents, and possible notice of action for immediate termination from the program.
- Services shall be terminated through a Notice of Action within 14 calendar days unless a common resolution can be reached.

## **Appeal Procedure**

1. To appeal the action proposed on the Notice of Action form, file a written request for a hearing within 14 calendar days of the Notice of Action. The first appeal is to be filed with the agency from which the parent receives childcare services. Deliver that appeal request to the Cucamonga School District.

The appeal hearing will be with a person who is at least on one level above the person who made the contested decision.

During the hearing, the parent may speak for themselves or may be represented by a friend, attorney, or other spokesperson. If needed, an interpreter will be made available. A representative of the local agency will be present to explain the agency's reason(s) for the action indicated on the notice.

Following the hearing, the parent will receive a written decision from the local agency. Along with the decision, there will be an explanation of the next level of appeal.

2. If dissatisfied with the decision reached by the local agency, the parent may then file a written appeal to the State Department of Education's Child Development Division. This appeal must be made within 14 calendar days of the receipt of the decision reached by the agency. To ensure that the local agency will not take the intended action on the date specified, the parents should advise the agency of the appeal to the State.

With the written appeal to the Early Education and Support Division, send a copy of the agency's Notice of Action and a copy of the decision rendered by the local childcare agency. Upon receipt of appeal, the Early Education and Support Division will review the information submitted and render a final decision within 30 calendar days. This decision will be mailed directly to the parent, and a copy will be sent to the local agency.

Mail the second appeal to:

California Department of Education  
Early Education and Support Division  
Attn: Appeals Coordinator  
1430 N Street, Suite 3410  
Sacramento, CA 95814  
Phone: 916-322-6233  
Fax: 916-323-6853

## **Program Attendance/Absence Policies**

It is very important that parents understand the attendance and absence policies for the Cucamonga State Preschool Program. Children are expected to attend the program daily for the hours and the days the program is in operation or unless excused from attendance.

- An excused absence is an absence for any of (but not limited to) the following reasons:
- School Closure - School site or classroom closed due to no water, flood, fire, snow day, roads closed, etc. Death or Funeral (3 days in state, 5 days out of state or travel over 500 miles)
- AFDC, Medi-Cal, GAIN, WIC, Immigration, or Social Services appointments

**ILLNESS:**

- Child or Parent Illness (Illness must be specified)
- Over 10 days needs doctors note and State Preschool Teacher approval
- Quarantine - Must be specified
- Dental, Doctor, or Therapy Appointment (Child or Parent)

**FAMILY EMERGENCY:** (Limited to two weeks)

- Car accident, hospital stay, parent/child required out of town, etc.
- The Preschool Teacher may authorize other family emergencies when it involves health and safety
- Dangerous Road Conditions/Extreme Weather Conditions (power lines down, flash floods, road closed, snowing, torrential rains, high winds, etc.)
- Car Problems/Transportation - Must be specified
- Unexpected breakdown, flat tires, battery dead, car stolen, accident, etc.
- Limited to two consecutive days

**COURT ORDERED:**

- Court Ordered Appearance or Appointment with Attorney
- Court Ordered Visitation with Absent Parent. Must have a copy of the court order in our file.

**BEST INTEREST:** All agencies receiving funds from the State Department of Education are required to adopt reasonable policies defining "best interest of the child" for attendance excuses.

Accordingly, the Cucamonga School District State Preschool Program has adopted the following policy:

You are given 10 "Best Interest of Child Days" per year (for vacation, school program/field trip, religious preferences, or other reasons which are clearly in the best interest of the child).

The morning class is from 8:20 a.m. until 11:20 a.m. and the afternoon class is from 12:15 p.m. to 3:15 p.m. It is very important that you are on time dropping off and picking up your child. The gate is open for 10 minutes, after which you must enter through the elementary school office to drop off or pick up your child. Late pick-ups and late drop-offs will be notated on a Late Pick-Up/ Late Drop-off Record Form. Three (3) late pick-ups or late drop-offs will warrant a written notification. After 3 notifications, a meeting will be scheduled, and your child may be dropped from the program. Children being picked up after the allotted 10 minutes will be taken to the elementary school office.

Children will be allowed three (3) days maximum per year for unexcused absences. Children who exceed three (3) days of unexcused absences can be dropped from the program. It is the parent's responsibility to call prior to the start of class to clear a child's absence. Absences not cleared by parents for the current day's attendance will be considered unexcused.

To summarize this information, parents must be sure to have their children in school unless they have an excused absence.

**\*\* Please note that whenever your child is absent you must call the preschool and let them know the reason for the absence. \*\***

**Signing in and Out**

It is a **Licensing Requirement** that all children be signed in and out each day. You must sign your child in when you get here and out when you pick them up. Please do not sign both in and out at the same time in the morning. We use this information to determine the number of children in attendance at any given time and in case of an emergency. If you sign out before your child leaves, our records will not be accurate. **Three (3) missed sign ins and outs will be equivalent to a late pick up, resulting in written notification (see page 8 - late pick-ups).** It is also important that you sign YOUR FULL LEGAL NAME and put the exact time you are dropping off and/or picking up your child.

If you are requesting someone other than who is listed on the emergency card to pick up your child, a note with the date of pick-up, full name of person picking up child and signature of enrolling guardian matching emergency card, must be received either by hand or fax 909-987-5434 previous to pick-up. Picture ID will be required of the person picking up the child.

### **Community Care Licensing (CCL)**

Inland Empire Child Care Community Care Licensing licenses and monitors Cucamonga State Preschool in an effort to ensure that we provide a safe and healthy environment for children who are enrolled in our program. CCL staff has the authority to inspect facilities, interview children, interview staff and review records.

### **Program Child Abuse Policies/Reporting Policies**

Legislation (AB-2710, Chapter 1718, Statutes of 1984) requires that on or after January 1, 1985, any person who enters into employment in a capacity in which they are required by law to report known or suspected cases of child abuse must sign a statement, to be provided by the employer, indicating knowledge of and agreement to comply with child abuse reporting requirements. This statement must be signed prior to and as a prerequisite to employment and shall be retained by the employer. The Cucamonga School District State Preschool Program staff members are mandated reporters and are required to report all suspected cases of child abuse.

### **DISCIPLINE PLAN**

- Teachers or staff will speak to a child who becomes disruptive or aggressive and the children will be encouraged to discuss the incident and will be given problem solving ideas by teachers to help come to a common resolution.
- If the action continues the child will be redirected into another activity or area and informed of reason.
- If a child becomes aggressive to a point that he may harm himself or another child or teacher, he/she will be removed from the group and given an individual activity until he/she is able to act appropriately. Teacher will once again encourage the child to talk about what is bothering him/her and staff will continue to provide problem solving ideas and skills. At this time parents will be notified.
- If inappropriate behavior continues a parent meeting will be scheduled.

### **SCHOOL RULES**

#### **General Rules**

- Students should arrive to class on time.
- Students should not be at school before 8:20 a.m. or 12:15 p.m.
- Students must be picked up immediately after school by parent/guardian or an adult listed on the emergency card. No exceptions.
- Picture ID will be required by anyone unknown to staff picking up a child.

- Students need to be signed in and out when entering and leaving school grounds each day. No exceptions.
- Late pick-ups will be documented. Three (3) late pickups will warrant a warning. Three (3) warnings may warrant a meeting with the school principal and/or termination from the program.
- Children should not bring any personal belongings to class without teacher's permission.
- Preschool staff is not responsible for lost, stolen, or misplaced articles.
- Please label jackets, sweaters, etc. with the child's name. Preschool staff is not responsible for lost, stolen, or misplaced articles.
- Walk inside at all times.
- Please do not allow children to play on the playground, or in the parking lot.
- Be courteous and respectful to others at all times.
- Do not send gum, candy, or food items (other than meals) to school without teacher permission.
- Children requiring medication while at school must have an authorized medication request form signed by a child's physician. All medication must be in the original container with the pharmacist label. Teachers should be made aware of all doctor required medications.
- Keep hands and objects to yourself at all times.
- Students cannot leave school grounds without an authorized adult.

### **Playground Rules**

- Do not leave the playground for any reason without permission.
- Refrain from throwing balls or toys over the fence.
- When using the slide, one person at a time, feet first.
- Use jungle gym equipment properly, do not bump or push others.
- Games are open to all students.
- No contact sports without teacher supervision.
- Do not throw rocks, sand, or wood chips.
- Stay where the teacher can see you at all times.
- Bikes are only to be used in designated bike areas.

### **Snack/Meal Area**

- Follow the directions given by the teachers.
- Remain in a designated eating area during lunch/snack time.
- Eat your own food and throw away your own trash.
- Always talk softly and do not disturb others.
- Remain seated while eating.
- Sugar intake should be kept to a minimum.
- Healthy Choices are encouraged.

### **Classroom Rules**

Classroom rules will be discussed, decided, and posted by the class as a whole. Copies of classroom rules will be distributed to parents and discussed with children as a homework assignment.

### **Classroom Volunteers**

Parents are encouraged to volunteer a minimum of 3 hours per month in the preschool classroom, by signing up on the volunteer calendar located near the sign in area. Please only two parents per day. Please limit your classroom volunteer time to two times per week to allow volunteer opportunities to all parents. All classroom

volunteers must have a current TB test (within 1 year) on file with the preschool office. Mentor teachers will be volunteering within the classroom throughout the school year.

### **Field Trips**

Field trips may be scheduled at various times throughout the school year. Permission slips will be required in advance. Children must have a signed permission slip in order to attend field trips. Field trips may be cancelled upon teacher's discretion. When a school bus will be used, District policies will be enforced. Field trips and outside contracted educational presentations are supported through funds in the form of community, local business, and parent donations. Parents may be asked, but not required to donate an amount up to \$25 at a parent orientation or upon enrollment into the program.

### **DRESS CODE**

1. Shoes must be worn at all times. A substantial sole is required and enclosed toe and heel on footwear are highly recommended. Sandals without heel straps, slippers, moccasins and footies are not acceptable.
- 2.
3. Garments which contain words that are suggestive or have suggestive double meanings of lewdness, obscenity, or vulgarity are not to be worn.
- 4.
5. Garments with slogans or pictures promoting the use of drugs, alcohol, or substance abuse will not be allowed.
- 6.
7. Earrings or other jewelry which may present a safety hazard are not acceptable.

**NOTE:** The administration retains the sole discretion to determine if the garment meets these standards.

## **DEFINITION OF MISCONDUCT**

### **Education Code 48900**

**Defiance of School Personnel's Authority:** Refusal to comply with reasonable requests of school personnel.

**Disorderly Conduct, Including Profanity and Obscene Behavior:** Conduct and/or behavior which is disruptive to the orderly educational procedure of the school, including habitual profanity or vulgarity.

**Dress Code:** Failure to observe the school's dress code.

**Verbal Abuse:** Statements which intimidate or injure another person.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting.

**Forgery:** Using signature or initials of a teacher or parent.

**Theft:** Receiving, attempting to take or taking property that doesn't belong to you.

**Smoking/Tobacco Possession:** The use or possession of tobacco, of any kind, on school property, or at school activities.

**Destruction or Defacement of Property:** Attempting to damage, destroy or mutilate objects or materials belonging to the school, school personnel, or other persons.

**Fighting:** Engaging in or threatening physical contact for the purpose of inflicting harm on another person.

\***Arson:** Intentional burning of property.

\***Alcohol:** The use, possession, or sale of alcoholic substances.

\***Drug:** Possession of drug paraphernalia, sale, furnishing, or use of controlled substances or their look-alikes.

\***Physical Assault:** Physical attack of one person, or a group of persons, upon another person who does not wish to engage in the conflict.

\***Battery:** The act of beating or use of force on a person without his/her consent.

\***Weapons:** The use, possession, or furnishing of any knife, firearm, or other dangerous object.

\***Extortion/Robbery:** The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm or robbing a person.

\***Explosive Devices:** The use, possession, or conspiring to engage in, or conspiring for others to engage in, harassing acts that injure, degrade, or disgrace other individuals.

\*Expulsion may occur on first offense.



## Pesticide Notification

In accordance with the Healthy Schools Act of 2000 the Cucamonga School District is hereby notifying you that your school is scheduled to be treated with some or all of the attached pesticides.

Schedule: All treatment will be done on weekends or holidays. In the months of July, October, January, and April.

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. The Cucamonga School District may use the following pesticides in your school this year:

| Name of Pesticide                         | Active Ingredient(s)   |
|---|--|
| Activator 90                              | Alkyl polyoxyethylene ether & free fatty acids   |
| Advion                                    | .05% of Indoxacarb (5331)<br>99.95% of Inert Ingredients (0)   |
| Advion fire ant bait                      | 0.045% Indoxacarb  |
| Advion insect granule bait                | 0.22% Indoxacarb   |
| Aluminum Phosphide                        | Aluminum Phosphide   |
| Chlorophasinone Bait .01                  |  |
| Cool Power                                | Isooctyl (2-ethylhexyl) Ester of 2-Methyl-Chlorophenoxyacetic Acid<br>Butoxyethanol Ester of 3,5,6-Trichloro-2 Pyridinyloxyacetic Acid Dicamba<br>(3,6-Dichloro-o-Anisic Acid) |
| Cy-Kick                                   | Cyfluthrin   |
| Cynoff                                    | Cypermethrin   |
| Demize                                    | Permethrin, Linalool, Peperonyl butoxide, Nylar  |
| Diphacinone Bait .01                      | Diphacinone 2-diphenylacetyl-1, 3-indandione   |
| Distance Fire Ant Bait                    | 2-[1-Methyl-2-(4-phenoxyphenoxy) ethoxy] pyridine  |
| Dragnet                                   | Termethrin   |
| Empire 20                                 | Chlorpyrifos   |
| Finale                                    | 11.53% Glufosinate-ammonium<br>88.67% other ingredients  |
| Florel                                    | Ethephon   |
| Fumitoxin                                 | Aluminum Phosphide   |
| Fusilade II                               | Fluazifop-P-butyl Butyl (R)-2-[4-[[5-(trifluoromethyl)-2-Pyridinyl] oxy], phenoxy] propanoate  |
| Genrol                                    | (S)-Hydroprene   |
| Kuput rodent blocks                       | 0.025% Warfarin  |
| Maxforce Ant Gel Bait                     | 0.001% Fipronil<br>99.999% other ingredients   |
| No-Sting                                  | Resmethrin, Aromatic Petroleum Hydrocarbons, Petroleum Distillate  |
| Pendulum                                  | Pendimethalin  |
| Pendulum aquacap herbicide                | 38.7% Pendimethalin<br>61.3% Proprietary ingredients   |
| Perma-Dust PT 240                         | Boric Acid   |
| Permethrin SFR                            | 36.8% of Permethrin (2008)<br>63.2% of Inert Ingredients (0)   |
| Pyronone EC                               | Pyrethrins   |
| Oust Herbicide                            | Sulfometuron methyl {Methyl 2-[[[(4, 6-dimethyl-2-pyrimidinyl)amino]-carbonyl] amino]sulfonyl]benzoate}  |
| Rak-5                                     | 0.0-Diethyl O-(2-isopropyl-6, methyl-4-pyrimidinyl phosphorothioate),<br>Pyrethrins, Piperonyl butoxide, Petroleum distillates   |
| Rodent Bait Diphacinone                   | Diphacinone, 2-diphenyl acetyl-1, 3-indandione   |
| Roundup concentrate weed & grass killer 1 | Glyphosate, isopropylamine salt  |
| Roundup Pro                               | Glyphosate, N-glycine  |
| Snapshot 2.5 TG                           | Trifluralin: alpha, alpha, alpha-trifluoro-2,6-Dinitro-N, N-dipropyl-p-toluidine, Isoxaben: N-(3-(1-ethyl-1-methylpropyl)-5-isoxazolyl)-2,6-dimethoxybenzamide and isomers     |

|                           |  |
|---------------------------|--|
| Spike 80DF                | Tebuthiuron: N-[5-(1,1-dimethylethyl)-1,3,4-thiadiazol-2-yl]-N,N'-dimethylurea     |
| Suspend                   | Deltamethrin   |
| Strychnine Bait .3        | Strychnine   |
| Talstar extra             | 0.05% Zeta-Cypermethrin<br>0.20 % Bifenthrin<br>99.75% other ingredients           |
| Talstar PI                | .2% of Bifenthrin (2300)<br>99.8% of Inert Ingredients (0)                         |
| Tempo                     | Cyfluthrin, Cyano methyl, 3-(2,2-dichlorethyl)2,2-dimethyl-cyclopropanecarboxylate |
| Tim-bor                   | Disodium Octaborate Tetrahydrate   |
| Wasp Freeze               | d-trans Allethrin, 3-Phenoxybenzyl, 2-Dimethyl-3 cyclopropanecarboxylate           |
| Wilco type II gopher bait | 0.005% Diphacinone   |
| Wilco zinc homeowner bait | 2.0% Zinc Phosphide<br>Inert ingredients   |

## Should I Keep My Child Home from School?

Our goal in giving you these guidelines is to reduce the spread of communicable disease at school and to promote a healthy environment for students attending school. They were created to help you in your decision-making process as to whether to send your child to school or to keep your child at home.

Following is a list of common ailments a child may have. If your child is ill, you may want to discuss these problems with your child's pediatrician to determine if an office visit is needed.

**Fever** If your child has a temperature at 100 degrees or over without medication, they should remain at home. He/she should remain home until fever free for twenty-four hours without medication. It is not appropriate to medicate your child with fever reducing medication and send them to school.

**Vomiting & Diarrhea** Children with watery diarrhea (loose stool or cannot get to the bathroom in time) or vomiting should remain home for 24 hours.

**Runny Nose & Coughing** A minor cold or allergy symptoms (stuffy nose with clear drainage, sneezing, and mild cough) should not be a reason to miss school. If your child's cough is persistent or productive and accompanied by thick or constant drainage, he/she may need to be kept home.

**Sore Throat with Fever sudden** onset of a sore throat accompanied by fever may indicate a doctor visit. If the doctor diagnoses strep throat, the student must remain home for 72 hours after antibiotic treatment has begun and the student has been fever free for 72 hours.

**Pink Eye (Conjunctivitis)** If your child's eyes are mildly red and watery and no other symptoms are present, this may indicate irritation or allergy. However, if your child's eyes are markedly red (including under the eyelids) and accompanied by thick yellow or green drainage, he/she may have pink eye or conjunctivitis. This condition can be caused by a virus, bacteria, or allergies – only a doctor can determine the cause. Bacteria conjunctivitis is contagious if a child rubs his/her eyes, and then touches another student or an object that another student uses, and that student then rubs his/her eyes. For this reason, your child should remain home until treatment has begun or the symptoms are gone.

**Rashes** Rashes can be caused by many things, a few things of which may be contagious. A sudden appearance of a rash over any part of the body with an unknown cause and accompanied by fever or other symptoms should be evaluated by the doctor. However, a rash caused by poison ivy/poison oak is not contagious and is not a reason to miss school. You may always take the student to the school nurse to see if he/she may remain in school or needs to be seen by the doctor.

**Ringworm** Any circular scaly patch seen along the hairline or in the scalp must be evaluated by a physician as it may be ringworm of the scalp, which is highly contagious. Oral medications are usually the treatment of choice, but your doctor may also recommend a special shampoo or ointment. Your child may return to school after treatment has begun.

Ringworm of the body is more difficult to spread to others, and these children may be present in school as long as the area is covered by a bandage or clothing. You may check with your pharmacist for over-the-counter treatments for ringworm of the body.

**Open Sores** If your child has a blister or open sore on the skin that becomes covered with a yellowish crust, it may be contagious. These open sores are often seen around the mouth or nose but could be seen anywhere on the body and need to be evaluated by a doctor. Your doctor will determine when your child can return to school. Any open sores must be covered.

**Lice** If your child persistently scratches his head or complains of an itchy scalp check for pinpoint sized grayish white eggs (nits) close to the scalp that will not flick off the hair shaft. The louse bug is very small and wingless, and the eggs are more easily detected. They are often found behind the ears, along the nape of the neck or on the crown of the head. If you notice these eggs or a live louse, your child must be treated with a special shampoo available at drug stores and grocery stores before returning to school. Please follow the instructions on the container carefully. Please notify your school nurse if your child is treated for head lice so that she can do appropriate case-finding.

Again, these guidelines are designed to assist in your decision-making process as to whether or not to send your child to school. Your doctor will assist you to determine if your child needs to be seen at an office visit.