



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

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(925) 552-5032

www.srvusd.net/preschool

SRVUSD

Preschool



THE SAN RAMON VALLEY

EARLY CHILDHOOD EDUCATION PROGRAM

Parent/Guardian Handbook

2023-2024

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Welcome Families!

Welcome to **SRVUSD Early Childhood Education Preschool Program**. Responding to the need for quality early childhood education for eligible families, SRVUSD offers a state preschool program at two of our elementary school sites.

Our program serves children 3 - 4 years of age whose families have qualified. Note: priority is given to four year olds. All children are given opportunities to develop emotionally, socially, physically, and intellectually in a safe environment by caring, qualified staff.

We invite you to share your suggestions, ideas, and feelings with the staff as the year progresses. We are a team! We expect that you will be a responsible, supportive parent and we look forward to a successful relationship.

Should you need additional information or assistance, please do not hesitate to contact us. Questions regarding this program can be answered through the Educational Services Department at 925-552-5032 or at the elementary schools which house the program.

Sincerely,

Katie Witt

Executive Director of Elementary Education
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Coordinator: Early Childhood Education
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SRVUSD Early Childhood Education Preschool Program

History

The California State Preschool Program was established in 1956 when legislation was passed which authorized a statewide system of preschool programs designed to provide equal educational opportunities for children whose families met certain eligibility criteria.

San Ramon Valley Unified School District applied and was granted two licenses in the spring of 2017. Our classrooms opened for the 2017-2018 school year and are housed at Live Oak Elementary and Walt Disney Elementary.

This Program is regulated by the California State Department of Social Services. SRVUSD partners with Contra Costa County to offer the program and is responsible for program administration, budget preparation and management, employment and evaluation of staff, personnel policies, and maintenance of the sites. Our Early Childhood Education Preschool Program can serve up to 48 eligible children.

Program Mission

The San Ramon Valley Early Childhood Education Preschool Program strives to provide a positive, safe environment that addresses the social, emotional, cognitive, and physical needs of all children.

State Preschool Goal

According to the State of California, the program goal of a Child Development Program is to provide an efficient and effective early education and developmental system, as determined by community needs, offering a full range of services in a safe, healthy, and nurturing environment. There are six key dimensions:

- 1. Standards, Assessments and Accountability* - to ensure that all educational programs are based on high and challenging standards and are accompanied by a process for monitoring and determining effectiveness.
- 2. Teaching and Learning* - to ensure that all students are provided with integrated and coordinated programs based on student needs and educationally sound and legally acceptable educational practices.
- 3. Opportunity (equal educational access)* - to ensure that all students have equitable access to, and the opportunity to participate in and benefit from, high-quality curricular and extracurricular activities.
- 4. Staffing and Professional Growth* - to ensure that students have access to qualified teachers, administrators, and other staff members and that all educators have access to high-quality professional growth opportunities.
- 5. Parent and Community Involvement* - to ensure that parents and members of the community, including business, industry, and labor, have the opportunity to assist in and support the educational process through participation in decision making, training and volunteer activities, and the creation of partnerships.
- 6. Governance and Administration* - to ensure that all schools conduct high-quality programs that are effectively managed and operated within appropriate legal parameters.

Desired Results

In order to monitor child development programs in California, there are six components of the desired results structure for children and their families:

- Children are personally and socially competent.
- Children are effective learners.
- Children show physical and motor competence.
- Children are safe and healthy.

- Families support their children's learning and development.
- Families achieve their goals.

All children are assessed using the DRDP (Desired Results Developmental Profile) within the first 60 calendar days of attendance as per Title V stipulation. These profiles are used to plan and conduct age and developmentally appropriate activities.

Admission Procedures

Admission procedures are simple, but may require some time. Parents/Guardians need to allow at least 45 minutes for an appointment. During this time the Early Childhood Education Program and Policies will be explained. Children may not be admitted until all enrollment forms are complete and immunizations are up-to-date. A Pre-Admission Health form must be completed for each student, as well as **proof of a physical examination, including a TB Test, (or test as determined by your medical provider) and results signed by a doctor are required within thirty (30) days of enrollment or services provided or a child may be terminated.** Parents/Guardians may also be required to provide documentation of a recent TB test if they will be volunteering in the classroom.

It is required that all children be fully potty-trained. No diapers or pull-ups are allowed in the classroom. If the child has an inability to use the restroom independently, the child may be temporarily dropped until the child is fully potty-trained.

Area Served

Eligibility for subsidized preschool services is determined by State criteria. SRVUSD Early Childhood Education Preschool Program typically provides services to residents of San Ramon, Danville, and Alamo or those employed within the SRVUSD boundaries.

Arrival and Dismissal

Parents or an authorized adult (18 years or older) must come into the building to sign children in and out each day. The California Department of Community Care Licensing requires each adult to sign in with a full, legal, legible signature. Children will not be released to adults who are not listed by the parent/guardian as emergency contacts or to persons under 18 years of age. If someone other than persons you have listed as emergency contacts will be picking up your child, it is the parent/guardian responsibility to provide notice in writing authorizing the person to pick up the child. The person will be

asked to show identification upon pick-up. This is required to insure the protection of your child.

Please drop off and pick up your child on time. If you find that you are not able to arrive on time, it is your responsibility to send someone else or call in advance to let us know that you will be late.

Every parent/guardian is required to maintain two backup people who could pick up their child within 30 minutes of being contacted. If late pick up occurs in excess of three times in one year, your child may be dropped from the program.

Attendance

Our funding depends on attendance and excused absences. We need your cooperation to ensure full funding for the year. If your child is out ill, please inform your child's teacher.

Excused Absences:

- Illness or quarantine of child (including medical or mental health appointments)
- Illness or quarantine of parent (including medical or mental health appointment)
- Court ordered visitation (Court order must be on file)
- Family emergency (sibling illness, death or illness of family member)
- Best Interest of Child (See Best Interest Days below)

Best Interest Days:

Your child is allotted ten (10) Best Interest Days per school year. These are days which you can use at your own discretion, for example to take a vacation, visit with a non-custodial parent, visit relatives, religious or cultural holiday, vacation, travel, etc.

Unexcused absences:

Any absence due to a reason other than the above, or without the required verification, shall be considered an unexcused absence. Unexcused absences that exceed five (5) days in one year will affect eligibility, and may result in termination of services.

Calendar

The SRVUSD Early Education Preschool Program will follow the attached instructional calendar for the 2023-2024 school year.

Changes in Information on Admission Form

Parents/guardians are required to notify the Elementary School Office of any change in the information on the admission forms: Home address and telephone number, accurate, reliable up-to-date names and telephone numbers of parent substitute who can be notified and will come for your child in case of emergency. Please update these items in your Parent Portal then bring the supporting documents (for residency changes) to the front office of your school.

Clothing

- Children should be dressed in comfortable, safe, and washable clothing while at school. Play and learning often involves materials such as paint, water, and glue that may get on the children's clothing.
- Coats, jackets, sweaters, etc., should be clearly marked with the child's name to prevent loss or confusion over duplicates.
- Footwear must be safe (shoes with socks are preferable). Flip flops are not permitted.
- Clothing that children can maneuver independently in the restroom
- Children must have a change of clothing (labeled) at the preschool for days when accidents occur.

Communication

Each classroom has a resource area with a bulletin board where parents/guardians can gather and avail themselves of resource materials, information, and notices about the center and its activities.

Families also have access to information through our school site web pages.

Confidentiality

Information provided on enrollment forms shall be kept in confidence and released only with the written consent of the parent/guardian, with the exception of access that is legally required by Community Care Licensing and the California Department of Education officials. Personal information shared with parent/teacher/administrator will be handled with professional tact and shared with other staff members on a "need-to-know" basis. This includes medical history, family status, financial information, and other personal data.

Discipline

It is important that all children gain the necessary skills to behave in a socially acceptable manner, solve their own problems and develop a high sense of self-esteem through their interactions with children and adults in our environment. We do not use corporal punishment of any kind.

Disaster and Emergency Procedures

There will be regular fire, disaster, and earthquake drills to familiarize students with proper drill procedures. A detailed evacuation plan is reviewed annually and can be viewed at the front office or on the school website. Each classroom is equipped with emergency backpacks and first aid kits. In the case of an actual emergency, children will remain at school unless it must be evacuated, which is only attempted when there is no alternative. Parents/guardians will be notified of emergencies via Catapult Connect or the current communication tool used by the district. **Parents/guardians must ensure that the emergency phone number contact information given to the school office is accurate and up to date.**

*****All students must be signed out with their child's teacher or school designee by an adult (someone listed on the school's emergency card). Students will not be allowed to walk home.**

Important emergency numbers:

Fire or Ambulance- 911

San Ramon Police- 925-973-2700

Contra Costa Crisis Center- 211 or 925-939-1916

Red Cross 925-603-7400

Office of Emergency Services 925-655-0000

Emergencies

In case of an accident, every attempt will be made to reach a child's parents/guardian. If a parent or guardian cannot be reached, "911" may be called and the child will be taken to a hospital emergency room for immediate attention. Continued efforts will be made to reach parents/guardians and emergency contacts. In life threatening incidents, "911" will be called. If a trip to the emergency room is required, a staff member will stay with the child until a parent/designated parent substitute arrives at the hospital.

Eligibility

Eligibility is determined and certified after completion of the Confidential Application of Child Development Services and Certification of Eligibility, submission of income verification, and submission of all registration materials. Eligibility is based upon documentation and verification of at least one to the following: Income, Current Aid Recipient, Homelessness, Child Protective Services, or At Risk of Abuse, Neglect, and /or Exploitation. Admission priorities have been established based on the Funding Terms and Conditions of the contract with the California Department of Education. To qualify, families must meet eligibility requirements and the term of certification is good for at least one program year, as long as the child remains enrolled. Families must report within 30 days if their monthly income exceeds 85% of the State Median Income (SMI). This program is operated on a nondiscriminatory basis, giving equal access to services. The 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. The program welcomes the enrollment of children with disabilities. Children will be accepted and retained after enrollment if it is determined that the preschool is able to meet the individual needs of the child. The program understands that the requirements of the Americans with Disabilities Act (ADA) are to make reasonable accommodations for students.

Field Trips

Onsite field trips may be scheduled throughout the year. These experiences are designed to supplement different aspects of the classroom curriculum. Parents/guardians will be notified and asked to participate, as necessary. All field trips will be properly supervised in accordance with the current licensing child/adult ratio.

Food from Home

Snacks are provided every day. Please let your child's teacher know if your child has dietary restrictions. Sharing of food is not permitted. Please do not send food with nuts or nut products, we are a nut-free school.

Hours of Operation

All State Preschool Classes are held Monday through Friday for a minimum of three (3) hours. The hours for the upcoming school year are listed below.

Live Oak Elementary Hours:

M, T, Th, F - 11:40 am – 3:00 pm

Wednesday – 12:00 pm – 3:00 pm

Walt Disney Elementary Hours:

M,T,Th,F- 11:40 am – 3:00 pm

Wednesday - 12:00 pm – 3:00 pm

Illness

Health checks have always been a routine part of childcare, but are now more important than ever due to the pandemic. All children and staff must be in good health each day when they arrive at school. Children who are ill will not be allowed to enter the classroom.

Please do not send your child to school if he/she has a fever (100 degrees or higher) or has vomited in the 24 hours preceding the start of school. Children should be feeling well and free of fever for 24 hours or more before returning to school. Should your child become ill at school, we must have emergency names and contact information for individuals who can pick up your child in case you are not able to come.

If your child develops a contagious illness, parents should notify the school so that other families can be notified of possible exposure to infection. Participating program children and their parents/guardians confirmed with infectious illness or disease may be quarantined from the program until cleared by physician's release.

Medication

If possible, medicines should be administered at home before or after school. But, if medication is needed at school, a “ **Medication at School**” form MUST be completed.

-The parent/guardian fills out a Medication Request form, **signed by**

both the parent/guardian and the physician to be kept on file in the office.

- Prescription medications must be sent to the school office in the original prescription container, which includes the child's name and dosage/frequency.

-A medication log is used to document medication administration and is available to parents upon request. **Students should not keep medicine in their possession. This includes all over-the-counter medication.**

Non-Discrimination Policy

SRVUSD does not discriminate on the basis of gender, sexual orientation, ethnicity, race, national origin, religion, mental or physical disability. We welcome the enrollment of children with disabilities and understand the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations and implement those accommodations for such children.

Nutrition

A daily snack will be provided to all children during preschool hours at no cost. Snacks are nutritionally balanced according to federal standards.

A variety of hot lunches are also offered each day for the students. For the 2023-24 school year, meals will be offered to all students free of charge as part of the National School Lunch Program. Parents/guardians are responsible for supervising their children in the lunchroom if they choose to eat lunch. A child must finish prior to entering the preschool classroom. Students cannot eat lunch in the classroom. For further questions contact your school site office.

Families are encouraged to fill out the Education Benefit Form (Meal Application) found on the Child Nutrition page of the SRVUSD website.

Parent/Guardian Education

In this program, we offer periodic opportunities for Parent Education, including informative videos and free courses. These will be shared throughout the year.

Parent/Guardian Teacher Conferences

Parent-Teacher conferences are held twice a year. During this time, parents and teachers have a chance to discuss the child's development and work together toward defining specific goals for the child. Conferences are an opportunity for parents to share insights about a child at home while finding out more about how he/she is doing at school. More frequent conferences may be arranged if necessary.

Parent/Guardian Responsibilities

All parents/guardians with a child in the program must agree to the following:

- Report any changes in status within 10 days to the front office at the school site
- Follow the late pick up policy. If a child is not picked up within 15 minutes of dismissal they will be brought to the school office. Children may be dropped from the program if they are picked up 15 or more minutes after the designated time, three (3) times during the year. Our Late Child Notice/Late Child Procedure will be utilized in such cases.

(Appendix C)

- Obtain immunizations in a timely manner and follow the health policies
- Notify your student's teacher with the reason for a child's absence and bring a doctor's note, if required for (3) or more consecutive days of absences or certain illnesses.
- Sign the child in and out daily using a full signature
- Provide written permission if an adult (over 18 years old) other than the persons listed on the emergency form is to pick up the child. Persons picking up children who are not on the emergency card must be prepared to show identification.
- Attend an orientation which includes a review of the school handbook prior to attendance
- Agree to abide with regulations and policies as stated in this parent manual

Parent/Guardian Involvement

Parents and guardians of students participating in the preschool program are encouraged to participate in Parent Education events and become involved in the School Site Council at their child's school of enrollment. We believe that involvement by families increases a student's opportunity for success.

We encourage parents to talk to the teachers on a regular basis. Open communication is valued and encouraged. Our Parent Orientation is an opportunity to visit the child's classroom and meet the teacher.

Parents' and Personal Rights

Upon the child's enrollment in the program, parents are given copies of Parent Rights and Personal Rights (issued by the Community Care Licensing). They are also included

in the Handbook appendix A & B. Parent and guardians have the right to be informed of the appropriate licensing agency to contact regarding complaints. The local Community Care Licensing address is: Community Care Licensing 1515 Clay Street, #1102 Oakland, CA 94612

Program Evaluation

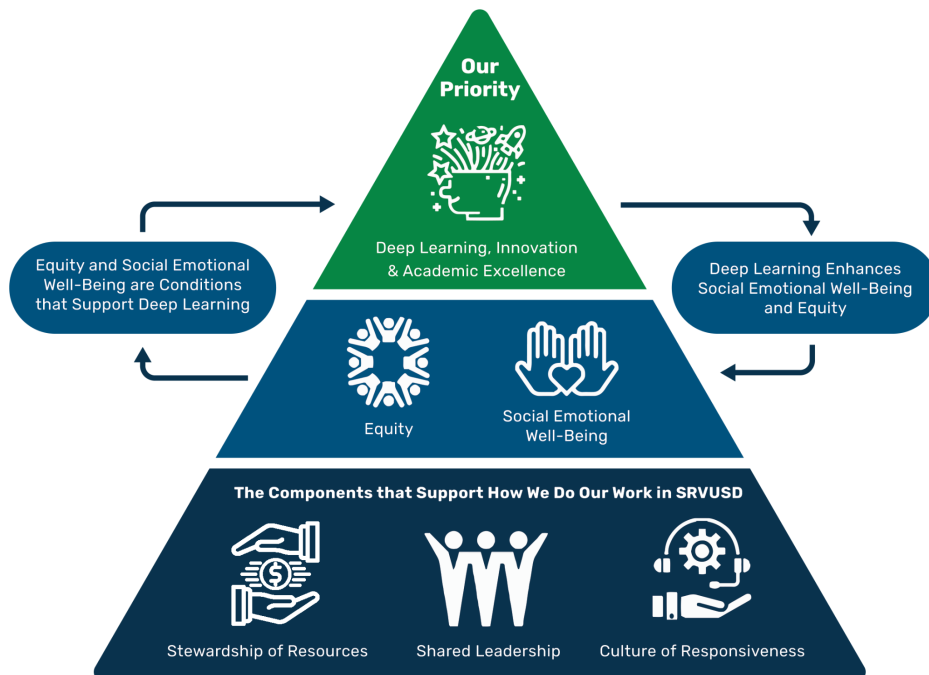
Our California State Preschool Program maintains high quality, developmentally appropriate environments that meet or exceed standards set by the State of California. By using a variety of tools to evaluate our program, we continually look for ways to improve. These tools include self-evaluation through the Environmental Rating Scale (ECRS), curriculum, staff development, parent engagement, and satisfaction of our families. We are licensed by the California Department of Social Services and undergo periodic inspection to ensure continual compliance with all regulations.

Religious Instruction or Worship

SRVUSD shall refrain from all religious instruction or worship. At no time will families be discriminated against because of religious affiliation or family worship practices.

SRVUSD Strategic Directions

Our California State Preschool Program follows the guidance of the San Ramon Valley Unified School District's Strategic Directions, dedicated to academic excellence where all students thrive and succeed in innovative and inclusive learning environments.



Sunscreen

We suggest that you apply sunscreen (broad spectrum SPF 15 or higher) before dropping your child at school. If you request staff to apply sunscreen to your child, the appropriate form must be completed as sunscreen is considered a non-prescription medication and requires a special consent form.

Termination of Enrollment

Every effort will be made to keep students enrolled in our program. However, in accordance with our policies, enrollment may be terminated for the following reasons:

- The school experience is too stressful for an individual child
- The child's behavior is having an adverse effect on other children
- The child's behavior is an endangerment to staff
- The child is picked up 15 or more minutes after the designated time, three (3) times during the year
- The family fails to comply with the health and safety policies
- The child has 5 or more unexcused absences
- The family fails to maintain eligibility requirements
- The family fails to provide a completed physical for the child(ren) within thirty days of enrollment
- The parent or family representative is verbally or physically abusive to the staff or children
- The family repeatedly fails to sign in/out with full signature at the time of drop off
- The family knowingly uses incorrect or inaccurate information to obtain a benefit that they otherwise would not be entitled to receive
- Failure to keep immunizations current
- The center determines that it is unable to meet the needs of the child

Toys and Games from Home

Toys and games from home are not allowed at school unless specifically requested by the teacher. Items are too easily lost or broken and young children often find it difficult to share a personal or much loved toy.

Transportation

Transportation is not provided by SRVUSD to or from preschool sites.

Visitors

SRVUSD Early Childhood Education Preschool Program supports and encourages parents/guardians, community members, and fellow educators to visit and/or observe at our program. Prior notification of intent to visit for any reason is appreciated. Visitors must sign in at the school office upon arrival and wear a visitor's badge before proceeding to the classroom. Visitors may be required to show photo identification. Parents/guardians are encouraged to participate in activities that enhance social well-being and community.

Volunteers

We welcome and encourage family members to volunteer in our classrooms! In order to ensure the safety of our children, all prospective volunteers must:

1. Register through SRVUSD's volunteer management system, *Be a Mentor, Inc.*
<https://www.beamentor.org/linkpages/mentorasp/specialprojects/srvusd/Default.asp>
2. Provide proof of a negative TB test

Check with your teacher for volunteer opportunities in your child's classroom.

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
California State Preschool Program (CSPP) ONLY
2023-2024 INSTRUCTIONAL CALENDAR

JULY							AUGUST							SEPTEMBER							1st and Last Day of School
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
						1			1	2	3	4	5						1	2	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	
30	31																				
4 Independence Day Holiday							1-4 Floating Work Day 7 New Teacher Inservice 8-9 TK-12 Staff Development Days 10 First Day of School							4 Labor Day Holiday 25 School Recess 26 Floating Work Day							
19 Teachers Students 16							19 Teachers Students 16							19 Teachers Students 18							
OCTOBER							NOVEMBER							DECEMBER							TK-12 Staff Development Day
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
1	2	3	4	5	6	7				1	2	3	4						1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
														31							
6 End of 1st Quarter (38)							1 School Recess 10 Veterans Day 20-24 Thanksgiving Break 23 Thanksgiving Holiday 22/24 Classified Holidays							15-20 Semester Finals 20 End of 1st Semester (85) 21-29 Winter Break 25 Christmas Day Holiday 22/26 Classified Holidays							
22 Teachers Students 22							15 Teachers Students 15							14 Teachers Students 14							Classified: Two in lieu days observed: 11/22/23 & 12/26/23
JANUARY							FEBRUARY							MARCH							Days of Instruction
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	179
	1	2	3	4	5	6					1	2	3						1	2	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	
														31							
1 New Year's Day Holiday 8 Floating Work Day 15 Martin Luther King, Jr. Holiday Observed							19 President's Day Holiday 20 TK-12 Staff Development Day							15 Floating Work Day 22 End of 3rd Quarter (50) 29 School Recess							Work Days New Teachers 187
17 Teachers Students 16							20 Teachers Students 19							19 Teachers Students 19							Work Days Returning Teachers 186
APRIL							MAY							JUNE							Days of Instruction
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	179
	1	2	3	4	5	6				1	2	3	4						1		
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							
1 Classified Holiday 1-5 Spring Break							TBD AP Exam Window 24 School Recess 27 Memorial Day Holiday Observed 31 Final Exams Begin							3-5 Final Exams Continued 5 End of Second Semester (95) 4 Last Day of School 6 Floating Work Day 19 Juneteenth							
17 Teachers Students 17							21 Teachers Students 21							3 Teachers Students 2							