



# Growing Together Preschool Parent Handbook 2023-2024

Growing Together  
State Preschool  
Jenny Lind Elementary  
754-2218

Growing Together  
State Preschool  
San Andreas Elementary  
754-2366



Growing Together  
State Preschool  
Valley Springs Elementary  
754-2141 x 3254

West Point Head  
Start/State Preschool  
West Point Elementary  
754-2255 x3617

Calaveras Unified School  
District Child Development  
Programs PO Box 788  
San Andreas, CA 95249  
(209)754-2327

(209) 754-2318 voice; (209) 754-2261 fax  
Alissa Bain, Child Development Coordinator

\*Available on the CUSD website, [calaverasusd.com](http://calaverasusd.com)

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# Welcome

Dear Parents & Guardians:

Welcome to the Calaveras Unified School District (CUSD) Preschool! We are excited to work with you and your child to develop the foundation for your child's future academic success. We strive to offer a quality program that recognizes and values each child's unique traits and potential. The curriculum is child centered and reflects best practices in preschool. Our preschool curriculum and instructional methods are based on the *California Preschool Curriculum Framework* and the *California Preschool Foundations* developed by the Department of Education. We look forward to a year of amazing growth and social development with your child.

We adhere to all state, county, and district rules regarding childcare licensing, fire, safety, and nutrition. Our goal is to provide a safe, nurturing, and stimulating environment for all children in which to learn and develop.

This handbook was designed to acquaint you with our program policies and procedures. Please read and refer to this handbook as needed. Feel free to discuss any concerns or questions with our staff.

The Preschool office is located in the CUSD district office building, 3304 Hwy. 12, San Andreas, CA 95249. The mailing address is:

Calaveras Unified School District  
Child Development Programs  
PO Box 788  
San Andreas, CA 95249  
(209) 754-2318 phone  
(209) 754-2261 fax

Thank you for choosing us to begin the educational journey and learning for your child.

Respectfully,  
Alissa Bain  
Child Development Coordinator

## **Program Philosophy**

We believe children learn and develop when exposed to a rich and stimulating environment. This requires highly qualified teachers, a child centered curriculum, and developmentally appropriate educational materials and equipment. A quality preschool education provides activities that encourage children to learn through a balance of pre-literacy and numeracy activities, structured free choice, and hands-on experiences.

Our program will be inclusive of those with special needs, encourage respect for the feelings and rights of others and strive to be appropriate in all areas of our workings with families. We will refrain from any religious practice or instruction, but will not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental/physical ability in determining which children are served (E.C. § 17789).

## **School Contract & Hours Information**

Growing Together State Preschool  
Jenny Lind Elementary School  
5100 Driver Road  
Valley Springs, CA 95252  
754-2218

Growing Together State Preschool  
San Andreas Elementary School  
255 Lewis Avenue  
San Andreas, CA 95249  
754-2366

Growing Together State Preschool  
Valley Springs Elementary  
240 Pine Street  
Valley Springs, CA 95252  
754-2141 x3254

West Point Head Start/State Preschool  
West Point Elementary School  
54 Bald Mountain Road  
West Point, CA 95255  
754-2255

### **Hours**

Jenny Lind 7:45 a.m. to 11:30 a.m.  
San Andreas 7:45 a.m. to 11:30 a.m.  
Valley Springs 7:45 a.m. to 11:30 a.m.  
West Point 10:30 a.m. to 2:00 p.m.

## **2023-2024 Program Closure Dates**

Please mark your calendar accordingly.

September 4, 2023	Labor Day
October 2-13, 2023	Fall Break
November 1, 2023	Staff CORE
November 10, 2023	Veteran's Day
November 22-24, 2023	Thanksgiving
December 18, 2023–January 5, 2024	Winter Break
January 15, 2024	Martin Luther King Day
February 12, 2024	Lincoln's Birthday
February 19, 2024	President's Day
March 4, 2024	Staff CORE Day
March 18-29, 2024	Spring Break
May 16-17, 2024	Frog Jump
May 27, 2024	Memorial Day

## **Daily Schedule**

The daily preschool schedule varies by site, it is also posted on the site parent communication board. Please see the site supervisor for a copy of the site-specific schedule.

The lesson plans are designed to encourage children to discover, create, explore, experiment, observe, discuss and share. Weekly lesson plans are posted on the parent communication board in the classroom.

7:45-8:20	<b>Arrival/Free choice</b>
8:20-8:30	<b>Clean-up &amp; Greeting Gathering</b>
8:30-9:00	<b>Outdoor Gross Motor Activities/Free choice</b>
9:00-9:25	<b>Snack Time</b>
9:25-9:50	<b>Whole Group Circle/Table Activities/Learning centers</b>
9:50-10:30	<b>Free choice</b>
10:30-11:00	<b>Outdoor Gross Motor Activities/Free choice</b>
11:00-11:30	<b>Table time/Closing circle</b>

## Procedure for Enrollment

To enroll children in the preschool, you may call Kristyl Galli at 209-754-2327 or Alissa Bain at 209-754-2318, to make an appointment to enroll. Enrollment is done on a yearly basis, forms can either be completed in person or in digital format through email. Please bring the following documents with you for fee based or state preschool:

- Birth Certificate (for all children in family, if applying for a state slot)
- Up to date immunization record
- Proof of income for two (2) months (state preschool applicants only)

Enrollment is done on a yearly basis

Notification will be given by letter or phone call to families when enrollment has been approved.

**Admission policy for re-enrollees:** When children have been dropped from the program for any reason, and the parents/guardians desire to re-enroll them, they need to contact Kristyl at (209) 754-2327. They will be notified when an opening occurs. The child will be considered a new enrollee. Readmission will require completion of new preschool enrollment forms. Depending on the preschool slot the child is applying for, updated supplementary forms will also need to be submitted. Children who wish to attend preschool for a second year and are too young to enter kindergarten can re-enroll with the Growing Together Preschool.

# Program Fees

## Parent-Pay

Part Day (All Sites)	\$32.50 per day (3 day minimum)
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Calaveras Unified School District accepts payment for monthly fees by cash, check, or money order. The monthly fee is due on the first day of each month for services provided in that month and is considered late after the 7<sup>th</sup> day. Parents/Guardians are required to pay their monthly contracted fee even if the child is absent or uses the facility for a small amount of time. A 10% late fee will be added if payment is not received by the 7<sup>th</sup> of the month, for all fee-based students. If your account becomes past due, your child will not be allowed to continue in the program and the Calaveras Unified School District will be forced to take legal action.

- ◆ There will be a \$25.00 processing charge should the bank not honor your personal check.

All checks are to be made payable to the Calaveras Unified School District (CUSD) and mailed to our business department. Payments can also be dropped in a secure payment box, made in person, or paid on the infinite campus parent portal.

CUSD

**Attn: Business Department**

PO Box 788

San Andreas, CA 95249

## Part Day State Preschool

- |  |
|--|
| <ul style="list-style-type: none"><li>➤ State Preschool eligibility is based gross monthly income and family size.</li><li>➤ Families must provide 2 months of gross monthly income in order to determine if you are income eligible for services.</li></ul> |
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## Parent Information

- ◆ Parents are encouraged to volunteer in the preschool classrooms and must have a completed volunteer forms packet on file with the school office.
- ◆ All parents must have a **negative** tuberculosis skin test prior to participating in the classroom, and have **immunization records on file per SB 792**. It is a law that was effective September 1, 2016 that requires anyone who is employed, substituting, or volunteering and providing “care and supervision” at a child care center, as part of their licensure requirements, to be up to date on their influenza (flu), pertussis (whooping cough), and measles immunizations based on the adult immunization schedule defined by the Center of Disease Control.
- ◆ Per CUSD School Board Policy 1240 –To comply with California Department of Public Health Order, the Calaveras Unified School District is adopting an additional component of its volunteer screening process that requires all individuals, prior to providing volunteer assistance at school sites, to present a COVID-19 vaccination card documenting the individual has received a full dosage of one of the currently available COVID-19 vaccines or have the option to test weekly as required under the California Department of Public Health Order
- ◆ The program recruits’ volunteers for additional resources. High school students are placed as volunteers with our programs.
- ◆ The CUSD Growing Together Preschool Program encourages an “open door” policy (School Board Policy 1250) that includes visitation, observation and participation whenever possible. Parent activities, talents, and skills are always welcome.
- ◆ Formal parent/teacher conferences occur two times a year. Informal conferences may take place any time throughout the course of the year.
- ◆ Newsletters will be sent home monthly.
- ◆ The Parent Communication Board is located near the classroom entrance. It contains menus, weekly lesson plans, a calendar of events, parent volunteer sign-up sheet, program information, and the class newsletter. Also included on the board is state licensing documents. Please check the board on a daily basis.
- ◆ Parent Meetings and/or Advisory Committee meetings will be held throughout the year to advise the child development program on issues that relate to the services of children and families.

## Snacks

We will provide snack during the school day. Children may bring their own snack provided it is nutritious and may opt to eat it during provided mealtime.



## Sign In/Sign Out Procedures and Pick-up Policies

- ◆ Your child **must** be signed in and out each day by the designated responsible adult (18 years or older).
- ◆ Signature must include full first and last name and include the time of sign in and sign out.
- ◆ Only adults listed on the child's application form/emergency card will be allowed to take the child from the preschool program. Anyone picking up the child must be prepared to show picture identification. This policy is strictly enforced to ensure the safety of your child.
- ◆ Prompt arrival and departure of students to and from the program is expected. Should a late pick up occur, a late fee will be charged at the rate of \$5.00 per minute beyond the preschool dismissal time. When 30 minutes has elapsed beyond the preschool dismissal time, the sheriff's office will be called. A total of five late pickups may result in termination from the program.
- ◆ In the case of separation/divorce, please work with the program coordinator to determine what documentation is needed on file for correct authorization of drop/off and pick-up of child
- ◆ Restraining orders must be on file with our school office and district office.

## Absences and Better Interest Days

It is policy that participating children attend during their scheduled time that they are qualified to be in attendance.

There are two types of absences: excused and best interest.

### **Excused Absences:**

- ◆ Quarantine or illness of the child. (a medical note may be requested if necessary)
- ◆ Family emergency (defined as an unexpected emergency requiring the family members action) such as:
  - illness of sibling or parent
  - car breaking down/transportation (limited)
  - illness or death of immediate family member
  - natural disasters
- Court ordered visitations (a copy of the court order must be submitted for our file)

### **Best Interest Days:**

Each child is allowed 10 (ten) Best Interest Days per fiscal year (July – June). These include child absent for any reason other than an excused absence such as:

- parent off work early or work canceled for the day
- no transportation
- vacation/out of town
- special event, i.e. cultural event, religious holiday, birthday
- stay home with relatives visiting

**Reminder: For any fee-based students, you will be charged for the day no matter the reason for the absence.**

## **Abandonment of Care**

When the family has not been in communication with the provider for seven consecutive calendar days and has not notified the provider of the reason the family is not using services, the Child Development Program staff shall attempt to contact the parent through a variety of communication methods. At least one communication attempt shall be in writing, which may be through electronic methods. The contractor shall keep documentation of all communication attempts, including a copy of all written communication, in the family data file. The contractor shall inform the parent in these communications that failure to communicate with the Child Development Program may result in termination of early services. The Child Development Program shall issue a notice of action to disenroll the family on the basis of abandonment of care when there has been no communication with the provider or the contractor for a total of 30 consecutive calendar days. (E.C. §18066.5)

Parents are required to notify the site if the child will not attend for any reason or if there is a change in time.

## **Medical Exclusion Policy**

A child who is not well does not benefit from our program and can adversely affect the health of other children. If you have any doubts about your child's health, please keep your child at home and contact your family physician if necessary.

Please review the CUSD "to go to school, or not go to school guidelines" and the COVID -19 Guidance sheet for further clarification. These forms may be accessed on the CUSD website: [calaverasusd.com](http://calaverasusd.com). See the next two pages.

## TO GO OR NOT TO GO TO SCHOOL THAT IS THE QUESTION

Sometimes it is difficult to know when to keep your student home from school due to illness. Here are some guidelines to help you decide.

### **STAY HOME IF:**

Fever 101°F or higher (should be fever free for 24 hours before returning to school without the use of medicine).

Nausea and/or vomiting.

Rashes – any body rash not related to allergic contact especially if accompanied by fever.

Thick, yellowish discharge from eye(s).

Infectious Conjunctivitis (pink eye) – may return 24 hours after starting antibiotic.

Cold sores or fever blisters – lesions must be dry to attend school unless student has age and maturity to use good hygiene.

Severe diarrhea

Head lice – may return after being treated.

Ringworm – may return when treatment is started.

Impetigo – may return 24 hours after treatment is started and lesions are dry.

Scabies – may return 24 hours after being treated.

Chickenpox – may return when ALL blisters are dry and crusted, usually 7-10 days.

Strep Throat – May return 24 hours after treatment is started and no fever for 24 hours.

Asthma – if needing a nebulizer (breathing) treatment more frequently than every 2 hours.

Upper respiratory infections such as cold or bronchitis – keep home if have excessive cough, large amounts of yellow/green nasal discharge, or too ill to function adequately in the classroom. Much depends on individual circumstances depending on the student's age, hygiene habits, and developmental level.

### **REASONS NOT TO STAY HOME:**

Allergies

Constipation with or without abdominal pain

Cold without a fever (see explanation above)

Asthma (unless needing a breathing treatment more frequently than every 2 hours)

Cold/Cough unless accompanied by fever

Temperature less than 100°F (see above)

Stomachache

Poison Oak (if there is drainage, it should be covered by clothing or a dressing)

Minor Anxiety

Homework is not done

**There are only four reasons an absence is excused:** (Education Code 48205):

1. Pupil's personal illness (not parent or sibling)
2. Quarantine directed by county or city health officer
3. Having medical, dental, optometrical, or chiropractic services rendered
4. Attending funeral services of a member of the pupil's immediate family

When a student has had **14 absences** in the school year for illness, a physician must verify any further absences for illness. (Board Policy Administrative Regulations 5113)

**\*\*Please remember that if your student needs to take medication at school both the parent and the physician must complete a "Medication Required During School Hours" form. This form is necessary for all medication both prescriptions and over-the-counter.**

If you have any questions regarding these guidelines contact the school or the district nurse at 754-2322.

### Resources:

Amador County Unified School District: "To Go Or Not To Go To School That Is The Question"

American Academy of Pediatrics: Red Book

CUSD Board Policy 5113

Calaveras County Public Health Department

California Department of Health Services

California Education Code: 46010-46014, 46100-46119, 46140-46147, 48205

Code of Regulations, Title 5: 306, 420-421

National Association of School Nurses: "Pediculosis in the School Community" [www.nasn.org](http://www.nasn.org).

# CUSD COVID Guidelines for Students

## I'm Sick, Now What?

### STAY HOME!

Test immediately.

- a fever greater than 100.4
- cough
- shortness of breath or difficulty breathing

- headache
- chills
- fatigue
- muscle aches or body aches
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

## Home RAPID Test for COVID-19

Pick up a FREE home testing kit from any school site in Calaveras County or at the District Office located at: 3304 Hwy 12 (white building).

Follow the directions inside the test box.

Upload test results link available on COVID19 tab at:

<https://www.calaverasusd.com/>

### POSITIVE COVID-19 TEST

Isolate at home for at least 5 days

If there is NO fever, nausea, vomiting, or diarrhea for 24 hours, THEN return to school on Day 6.

Wear a mask until Day 11.

Remove mask sooner than Day 11, if you have two negative tests, one day apart.

There is no need to retest, if a mask is worn through Day 11.

### Negative COVID-19 TEST

(sick with flu and other illnesses)

**STAY HOME** until symptoms improve and 24 hours after you no longer have a fever or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medication.

Note: Days are counted as: Day 0 = day person tests positive or symptoms start. Day 1 = the day after testing positive

### Exposure / Close Contact

Stay in school.  
Wear a mask until Day 5.  
Test on Day 5

## **Positive Behavior Interventions and Support**

CUSD Preschool believes that all children are entitled to a safe environment in which children's behavior that might pose a risk to the safety of others is minimized. The goal of this policy is to work with parents in a partnership to encourage the children to become creative, independent, responsible, and socially appropriate. This involves teaching children to make responsible choices, and accepting the consequences of such choices.

In accordance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified person with a disability shall, solely by reason of their disability, be excluded from or otherwise denied participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored or provided by CUSD.

Therefore, the below procedures are subject to the rights and obligations pertinent to children who have been identified as having or are suspected of having a disability under Section 504.

Students will demonstrate respect for each other and staff at all times. Expectations for the students in our programs, is as follows:

1. Be safe
2. Be kind
3. Be on task
4. Listen to directions provided by staff

For the continued safety of children and staff in the program the following behaviors will not be tolerated:

1. Defiance of authority
2. Aggressive, physical behavior/fighting, and/or excessive physical contact
3. Inappropriate behavior and/or language
4. Disruptive and out of control behavior
5. Lack of consideration and rudeness toward others
6. Theft or vandalism of any Center property or the property of any individual

In an instance where a child needs additional support the following steps will be taken by the program staff to ensure the safety of your child, other children in the program, and staff:

1. Student is redirected and counseled by staff
2. Consult with parent's child and/or legal guardian to discuss keeping the child's safe participation in the program.
  - a. If necessary, agree upon a behavior/intervention plan for the child that may be different from the traditional discipline policy.
  - b. If child has Section 504 Plan or an IEP, consider input from the Special Education Local Plan Area (SELPA) specialists.
  - c. If the child does not have a Section 504 Plan nor an IEP, consider completing a universal screening.
3. If the contractor determines that the child's continued enrollment presents a continued behavior problem or serious safety threat to the child or other enrolled children, the contractor shall refer the parents/legal guardians to other potentially appropriate placements such as Resource and Referral agencies.
4. Once the reasonable steps outlined above have been completed, the contracting agency may then disenroll the child.

## **Withdrawal from the Program**

If you wish to withdraw your child from the program, you may do so at any time. You must notify your preschool site supervisor.

If you fail to follow these procedures, for a fee-based slot, you are liable for any fees due on your child's account.

## **Fraud Policy**

The California Department of Education requires Calaveras Unified School District, to inform all families receiving funds from the state, that if child care funds are obtained by providing fraudulent or incomplete information, CUSD must actively pursue recovering funds paid out for child care services. Violators will be subject to criminal prosecution.

Any fraudulent, false, or misleading information provided to CUSD regarding your employment, income, status as a student, being enrolled in a training program or your eligibility relating to medical incapacitation, will be grounds for termination from the subsidy program and will be cause for CUSD to recover funds.

Failure to report information regarding wages, (including commission checks, overtime checks and bonuses), SSI/SSP, and other income received such as child support, which is needed to document eligibility and fees, will result in termination from the program and is adequate cause for CUSD to recover funds for your childcare services.

All documentation supplied to CUSD regarding any of the other adults in the household also must be complete and true. Any fraudulent, false, or misleading documentation regarding training programs, schools, medical incapacitation, employment and/or income will also be grounds for termination and recovery of funds.

If you are terminated for any of the above reasons and you file for a fair hearing (appeal), and you lose the fair hearing you will also have to pay any money back that CCOE paid during the time your appeal was being heard. (Management Advisory #94-04, July 1994; Authority: 454 CFR, Parts 98; and E. C. §§ 8263, et. al.)

CUSD will attempt to recover funds by developing a repayment plan with the parent. If the parent does not respond to the repayment plan or misses any payments as outlined in the repayment plan, the account may be sent to collections and a claim may be filed with Small Claims Court. If the parent still refuses to pay the claim, the claim will be referred to the District Attorney's Office.

## **Appeal Rights**

Instructions on how to appeal are on the back of the Notice of Action. You can also access all information regarding appeals at the following link:

<https://www.cde.ca.gov/sp/cd/ci/documents/parentappealinfopamphlet.doc>

## **Formal Complaints**

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

- ◆ Initial contact should be made with the teacher. If the issue is not resolved, then contact the:

Site Supervisor

Child Development Coordinator

Superintendent or Designee – Mark Campbell (209) 754-2301

### **UNIFORM COMPLAINT PROCEDURE (UCP)**

#### **Annual Notice of Uniform Complaint Procedures**

In accordance with the District's Uniform Complaint Procedures (Board Policy 1312.3); Administrative Regulation (1312.3; 5 CCR 4620), uniform complaint procedures shall be applied when addressing the following complaint allegations:

Unlawful discrimination, harassment, intimidation, and bullying against any protected group.

Protected groups are enumerated by Education Code §§ 200 and 220. Additionally, it is the policy of the State of California, pursuant to Section 200, that all individuals shall enjoy freedom from discrimination and/or harassment of any kind in the educational institutions of the state.

This also includes sexual harassment, which is a form of sexual discrimination. (EC § 231.5.)

NOTE: Employment discrimination, harassment, or retaliation claims shall not be processed through the Uniform Complaint Procedure. (5 CCR 4661.) For Employment claims see Complaint of Discrimination in Employment form; Board Policy 4030; Administrative Regulation 4031.

Erika Cotta

Director of Personnel

P.O. Box 788

San Andreas, CA 95249

Any violation of state or federal law by the District.

Any violation of student fee laws.

Or as authorized by Board Policy or applicable law.

#### **Uniform Complaint Procedures (UCP) Form**

## Related Board Policies

<b>BP 1312.3</b>	<b>AR 1312.4</b>
<b>AR 1312.3</b>	<b>E1 1312.4</b>
<b>E 1312.3</b>	<b>E2 1312.4</b>

## Williams Act

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional material, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide contact information.

## Williams Complaint Form

### CUSD Contacts

Alissa Bain – **Child Development Coordinator**; (209) 754-2318  
Kristyl Galli – **Child Development Secretary**; (209)754-2327  
Jennifer McWhirt – **San Andreas Site Supervisor**; (209) 754-2366  
Arlene Ferman – **Jenny Lind Site Supervisor**; (209) 754-2218  
Maritza Chavez – **Valley Springs Site Supervisor**; (209) 754-2141 x 3254  
Roxanne Hiller – **West Point Site Supervisor**; (209)754-2255 x 3617