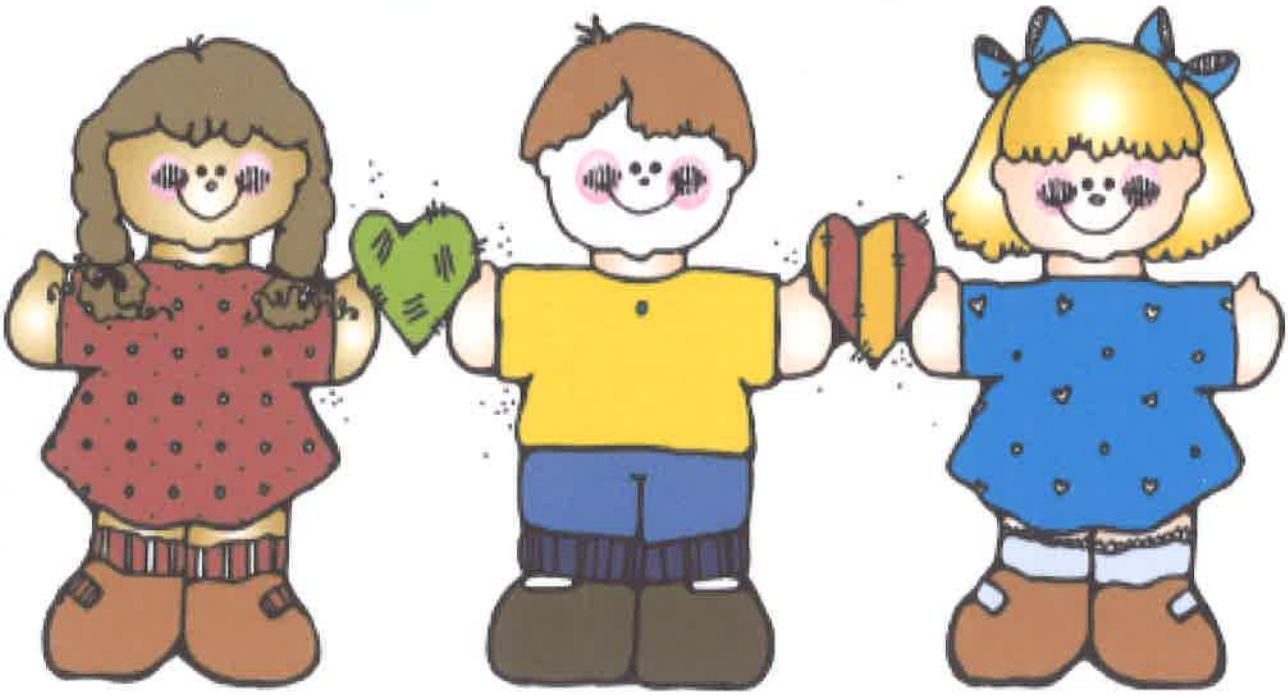
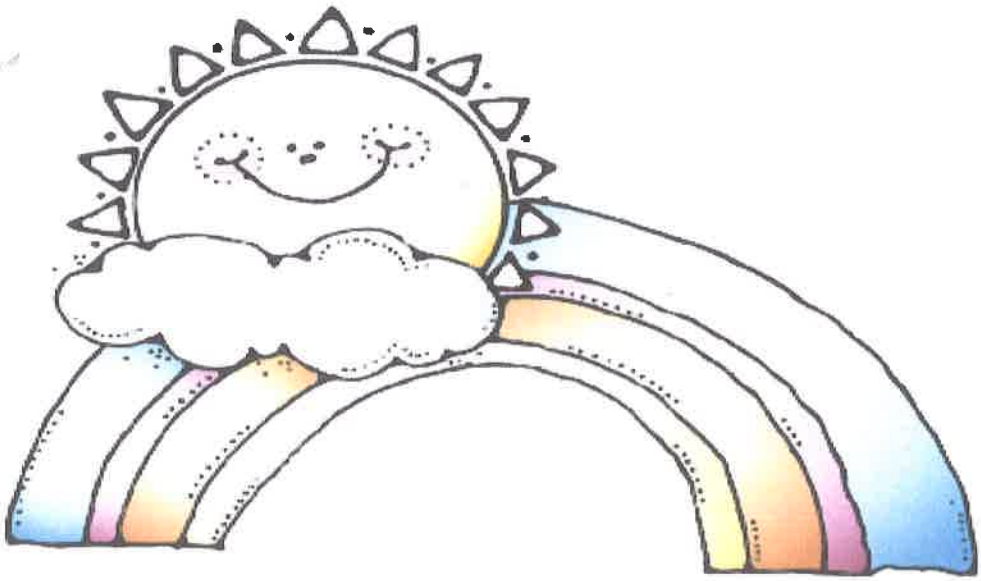


Belleview State Preschool

Parent Handbook

Revised 08/2019



BELLEVIEW STATE PRESCHOOL

PROGRAM PHILOSOPHY

Welcome to our family community of children, families and staff. We hope that you will share in our passion of making a positive difference in the lives of children.

Together at Belleview Preschool we view children as individuals, recognizing the various backgrounds and developmental levels in which they present. We value and share our roles of modeling, guiding and providing relationship-based care. In doing so, together we are able to nurture and enhance positive child development in a safe caring environment. Teachers work together in planning and carrying out age appropriate learning opportunities for children to actively play, learn and grow in all areas of their development. We support and provide a variety of learning choices so that each child's learning preferences can be individually fostered. Every child in our program will have opportunities to engage in play that is focused on cognitive, social/emotional, math, science, literacy and physical health development.

Belleview Preschool staff respect and value each individual child and family culture. When working with children and families we stay focused on best practices and the National Association for the Education of Young Children (NAEYC) code of ethics. Please feel comfortable coming to us with your concerns, questions, ideas, suggestions and advice. We are a team and value your input!!

Program Objectives:

* Help children develop a positive self-concept and attitude toward learning, self-control, and a sense of belonging

* Develop curiosity about the world, confidence as a learner, creativity and imagination, and personal initiative

* Develop relationships of mutual trust and respect with adults and peers, understanding perspectives of other people, and negotiate and apply rules of the group environment

* Understand and respect social and cultural diversity

* Know about the community and social rules

Eligibility:

To receive California State Preschool services, children shall be three or four years old. A three year old must turn three on or before September 1st of the year to be enrolled. Families shall meet eligibility requirements as set by the state. The child to be served must reside in California with evidence of residency. There is no regard to immigration status, unless there is final order in action for deportation. Eligibility is established by family on cash aid, income eligible, homeless, child is at risk of abuse, neglect, exploitation, or receiving child protective services through the county welfare department. Documentation of these incidences will be asked for and remain in child's file.

After all eligible children are enrolled by priority, no more than 10% may be enrolled at 15% above the income eligibility threshold.
After income eligible families are enrolled, if there are slots that can be filled, then private pay slots can become eligible. Private pay slots cost $29.90 per day. Invoices go out the 1st week of the month. Payment is due within 2 weeks of invoice date.

Administration:

The preschool program is run under the auspices of the Belleview Elementary School District. Preschool issues and topics can be taken to the school board for review and consideration when needed. Please see the Site Supervisor/Director to discuss concerns first, as this is the appropriate protocol.

Staffing:

Belleview State Preschool is a licensed childcare program under the State Department of Social Services. The program hires trained professional staff who meet licensing requirements. All staff are trained in Pediatric First Aid and are CPR certified. We also have TB clearances. All staff and substitutes have background clearances. Classroom Teachers are enrolled in Early Childhood Education units or hold at least 12 ECE units. Classroom Aides are not required to hold 12 units, but may not be left alone with children unsupervised. Current licensing regulations require staffing ratios of 1 adult per 8 children and 1 qualified teacher per 24 children.

Location, Phone and Fax:

We are located at: 22736 Kuien Mill Rd., Sonora, CA 95370. Our Phone number is, 209.586.5510 ext.6302 ., Fax number is 209-586-5516.

Hours and Days of Operation:

Our program operates a 3.5 hour morning from 8:00am-11:30am, Monday through Friday. Children should not arrive to school before 8:00 am, and should be picked up promptly at 11:30am. If you are running late, please text or call us to let us know. Our staff and school janitor have a limited amount of time to clean, vaccum, and make preparations for the next school day. Please be respectful of this fact. The preschool is closed during school vacations and holidays.

Admission Policies:

Enrollment is open to any child whose family meets State Department of Education guidelines; provided the program can meet the needs of the child.

An enrollment packet will be given to parents upon interest in registering their child. The parents and Director will go through the packet together and make sure all forms are complete and that needed documentation has been submitted. Once all forms and documentation have been received by the director, she/he will give notice of approval or denial within 30 days. The child will not be allowed to start

the program without a completed enrollment packet and a signed Notice of Action Agreement.

No child shall be discriminated against on the basis of gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability.

Wait List:

When all positions have been filled, a waiting list will be established. Parents/Guardians will be notified when a spot for their child has opened up.

Attendance:

Children's attendance will be monitored daily and at the end of each month. Children will be allowed 10 "Best Interest Days" and 10 unexcused absences. Best Interest Days include vacations, out of town, relatives visiting, or family time. Unexcused absences are when parents or guardians don't call or let the teachers know why a child is absent. Each time your child is absent you are required to fill in the reason why and sign for the absence in the attendance binder. An excused absence is defined by the State Department of Education as absences due to illness or quarantine of the child, parent or sibling, family emergency (Court appearance, transportation problems or death in the family), doctor's appointments, court ordered visitation (must be on file), or absence which is clearly in the best interest of the child. There is no limit to excused absences. When all 10 best interest days and 10 unexcused absence days have been used future absences will result in termination of services.

Sign-In/Sign-Out Sheet:

The daily attendance must be kept on all children in the program. For the safety of your child and liability reasons, the person bringing your child to school MUST make contact with preschool staff before leaving the child at school. Each child has to be signed in and out by the responsible adult (parent or authorized person) and use their FULL SIGNATURE (no initials) with actual arrival and departure times.

If your child has a change in his/her daily pick-up routine, please notify the teacher promptly.

Changes Affecting Services:

A completed Notice of Action must be completed any time there is a change in the services being provided. Such changes may include, but are not limited to, an increase or decrease in the amount of services or termination of services. The Notice of Action will be handed to or mailed as needed at least 14 days prior to the effective date of the action.

Discipline:

Any form of discipline that impairs the student's self- respect will be avoided. The teacher's role is one of a strong leader helping students grow through speech and actions toward self-discipline and self-direction. Discipline means "to teach".....not punish. We let children know what they can do instead of what they can't do. Children often do not make good choices, however we can explain and show them a better way of getting their needs met. Sometimes the child needs a break, in which we will help the child calm down until they are ready to play again. When inappropriate or unacceptable behavior is exhibited, staff will deal with the individual or individuals. When necessary, a parent may be called to come pick up their child when behaviors are a safety risk to others or themselves.

Recurring problems will be discussed with parents to obtain a possible solution. If behavioral problems persist, a consultation with parents and program staff will be arranged to discuss the problem/s and identify methods of correction that can be consistently enforced by staff and parents. This is called a behavior plan. If a child's behavior continues after consistent intervention and follow through of the plan, the services will be terminated.

Nutrition:

The Belleview Preschool Program will provide a nutritious breakfast at 8:30 in the cafeteria. Meals contain a serving from all the basic four food groups.

*Meal times will promote good nutrition and socialization habits
*Menu information and feeding times will be communicated to parents
*Appropriate amounts per USDA standards will be served
*Staff will at times sit and eat with the children
*Currently our program does not have age appropriate sized tables and chairs at meal time, but this concern has been shared with the school district administration. We hope one day this will be made available to our class.
*Foods representative of children's cultural background will be included in the month's menu. New foods will be offered to acquaint children to new cultures.
*Foods will be served that are appropriate to handling and consumption of the children.

***Snacks: Please feel free to send a healthy snack for your child. Please do not send candy, cookies, gummies, rice crispy treats, or other sugary items. 100% fruit snacks or roll ups are acceptable.**

Medical and Health Information:

We are committed to the health and physical needs of children: therefore the following policies have been adopted:

1. The program must have current emergency information on file for each student.
2. It is the parent's responsibility to keep the program informed of any change in their child's emergency, medical or physical condition.
3. In cases of serious illness or injury, the staff will follow parental instructions on the emergency form whenever possible; however, in all cases staff will deal with serious emergencies in the most expeditious way possible.
4. The program cannot transport children. If staff are unable to locate the parents or emergency contacts, staff will secure appropriate treatment at the nearest medical facility. If major injury or illness is involved, the child will be transported by ambulance to a hospital.
5. In all cases of injury or illness, attempts will be made to contact parents immediately and involve them in the decision regarding treatment.
6. Parents are responsible for all costs incurred when a medical emergency arises.

Health Requirements:

Our program is designed for well children. Coming to school ill places all the children AND the teachers at risk of illness. It is very difficult to prevent the spread of illness if children are sent to school sick. If you are in doubt about your child's health, please keep him/her at home. Children should be kept at home at signs of illness, excessive tiredness, unaccounted rashes, and 24 hours following a fever, diarrhea or vomiting. Also, please wait 48 hours after the start of antibiotics.

The following health requirement policies have been set by the State Department of Social Services:

- Each child is given a daily health screen as they enter the program
- It is the parent's responsibility to monitor the daily health and physical condition of their child and to determine their ability to actively participate in the program.

- When a child shows signs of illness the parent will be contacted and must pick up the child immediately. The child will be isolated and made comfortable until the parent or designee can pick the child up.
- If a child is to receive any medication (prescription or over the counter) during the hours of the program, the school office must have the following information: Written statement from physician, detailing method, amount and time schedule. Medication must be in its original container. A written and signed note/request from the parent or guardian.
- If your child is found to have HEAD LICE at school, we'll call you to come pick them up. Information on treatment will be given to the parents and they will need to give a lice treatment that night before the child can return to school. If we still find head lice the next day, parents will be expected to follow up with another treatment until no active lice are found. Once the child is clear of active lice they can return to school. Combing with a lice comb should be done every day until there is no evidence of lice or eggs.
- If your child contracts Mononucleosis (Mono), we ask that your child stay home for 4 weeks in order to get the rest needed to heal from this virus. They should not play hard during this time and not share cups or saliva with anyone.

Site Emergency:

In the event of an emergency or natural disaster the following procedures will be in effect:

1. Parents will be notified as soon as possible.
2. Children will remain at the site until they can be picked up by the parent.
3. In the event of a site evacuation, children will be taken to a local emergency center or meeting site. The location will be posted on the school office door. Efforts will be made as soon as possible to contact parents should this occur.
4. The Belleview Preschool Staff will remain with the children until the parent or authorized person picks them up.

5. Our program practices in emergency drills along with the elementary school in order to be prepared for emergencies that may arise on campus.

Curriculum:

Our curriculum addresses the total child: Cognitive, Social/Emotional, Adaptive (self-help), Language/Communication, and Motor. We are following State Guidelines from the California Department of Education. Play is the essence of our preschool curriculum. Children play in self-selected interest centers. The emphasis is on children making their own choices. We want the child to learn "how to learn" rather than waiting to be directed by an adult. This way, the child will learn independence and problem solving. Self-selection time also allows the teacher some time to observe and interact with a child on an individual basis. At times we will guide children to activities, yet we will not force them or sacrifice the relationship we have with them.

Religious Instruction:

Our program refrains from religious instruction and/or worship in accordance with the Constitution of California, Article XVI, Section 5.

Messy, Messy, Messy and Fun!

We will be getting messy at preschool. Try to send your child in clothes that you don't mind getting dirty. Children learn through doing, yet their motor skills are still developing and they get messy and spill things regularly.

Parent/Family Involvement/Volunteering:

Parent meetings will be conducted throughout the year and notices will go out at least a week ahead of time. This is a great opportunity for parent and staff education so please let us know if there are specific topics you would like addressed. We like to have at least 4 parents to form a Parent Advisory Board. This is a small group that meets a few times a year to discuss possibilities for our

program, such as, how to allocate funds, field trip ideas, program ideas or needed improvements and concerns etc. All parents are welcome to the advisory meetings as well. We love hearing and learning from all! Also, we have an anonymous parent mailbox, so drop us your thoughts and ideas for review and consideration.

Field trips are an excellent occasion to get involved! We plan on at least **2** during the year. You get to socialize with other parents and have fun meeting your child's school friends. **Fees for field trips will not exceed $25 per year.**

We have an open door policy so you're welcome to drop in any time to observe or participate in any program activities.

A parent's presence in the classroom is a source of pride and excitement to their child, but it is even more than that. It is an opportunity for parents and staff to become better acquainted and to work together to bring out the best in the child. During volunteering we ask that siblings stay home. The state regulations maintain that we cannot co-mingle age groups. In order to volunteer you will need a current TB clearance, vaccine record showing you've had DTAP, MMR, FLU, and as well, sign a confidentiality agreement and a district waiver.

DRDP Assessments:

Children will be assessed twice per year and a parent conference will be done to go over the progress of each child. Observations such as photos, samples of work and written notes help staff rate children on the assessment. The Desired Results Developmental Profile (DRDP) comes from our State Department of Education.

Complaint Procedures:

Go to the Belleview Elementary School District website at *mybelleview.org* to download a complaint form. Submit the form to the school's main office.

Clients Request for a Hearing and Procedures:

If the parent disagrees with an action, the parent(s) may file a request for a hearing with the contractor within 14 calendar days of the date the Notice of Action was received. Upon filing of the request for a hearing, the intended action shall be suspended until the review process is completed. The review process is

completed when the appeal process has been exhausted or when the parent(s) abandons the appeal process.

Within 10 calendar days following the receipt of the request for a hearing, the contractor shall notify the parent(s) of the time and place of the hearing. The time and place of the hearing shall, to the extent possible, be convenient for the parent(s).

Confidentiality:

Information contained in the children's file is confidential. It will not be shared with anyone except staff. All staff and volunteers are expected to keep child/family information private and sign an agreement of confidentiality.

Child Abuse Policy:

All staff members of Belleview School are mandated by the State of California to report any suspected incidence of child abuse or neglect to the Office of Child Protective Services.

Items to Remain in Child's Cubby or Backpack Daily:

Your child should have a set of weather appropriate clothes in their cubby or backpack every day. We like to have children change their clothes when accidents happen such as at art time, wet weather times, or potty accidents.

If your child MUST bring a special item from home, it needs to be in their backpack during school. Items to share may only come out at the designated time. We will do sharing the last week of each month. If keeping items in the backpacks becomes too much of a problem or distraction, we will ask that they no longer come to school at all.

Children are to be potty trained before admission to preschool. Our program is not set up or designed for potty training. We understand that accidents will happen

because it is age appropriate. We'll always change your child's clothes after an accident and we'll let you know if your child has been experiencing them.

Please check your child's cubby often to collect notes from the teacher, art projects and so forth

*Children must be picked up on time or services may be terminated. If you're running late give us a call so we can reassure your child and make arrangements if needed.

Preschoolers Common Reactions to School:

Little ones" first time in preschool can be a little bit scary for them, and for parents! They may have a hard time in the beginning, but don't worry, they will adjust. Even if they are crying when you leave, they usually stop before you even leave the parking lot. They just need time and good loving care while they are here and we will always call you if they continue to have a difficult time.

Important Phone Numbers:

Preschool Office: 209.586.5510 ext.6302

Belleview Elementary Office: 209.586.5510

Fax: 209.586.5516

Preschool Site Supervisor/Teacher : Kim Angel

Email: Kangel@mybelleview.org

*The best time to reach Miss Kim is after 11:45am. During school hours, we cannot hear the classroom phone easily, so please call the main office to get important messages to us. Denise Zwicker, the school secretary will find us and relay the message. If your message is not an emergency, please leave the message on the preschool voice mail or email. Your call or message will be answered within 2 days.

*For School Weather Delays, a text or message will be sent as soon as possible.

*You may check mymotherlode.com or listen to Star 92.7 FM for school delays.

*If we are on a 1 hour delay, school starts at 9:00am. Breakfast will not be served. *If we have a 2 hour delay, school will be CLOSED.

*Absence of the Teacher – If the Site Supervisor/Primary Teacher is sick or has an emergency and is not able to be at school, a substitute teacher will be called to come in. If one cannot be found, unfortunately, the preschool may need to close for the day.

Proof of Receipt of Parent Handbook

I/We, the parents/guardian of _____, have been provided a Belleview State Preschool Handbook.
I/We have read and understood the material and requirements for preschool. If I/we have further questions or concerns, they will be taken to the preschool director.

Parent/Guardian A:

Print Name:_____

Signature:_____ Date:__/__/__

Parent/Guardian B:

Print Name:_____

Signature:_____ Date:__/__/__