



# PACIFIC PRESCHOOL HANDBOOK

## **Welcome To Pacific Preschool!**

We are so pleased that you selected Pacific Preschool to provide your child with a high quality educational experience. We have spent many years building relationships in the communities we serve and can't wait to include you in our journey. Our program is committed to fostering social, emotional, physical, and cognitive development while recognizing the importance of the family, culture, and the community.

You will find our staff is very open to ongoing communication. They will check in with you regularly about your child's progress. We want to encourage you to ask questions, share ideas, or raise concerns about any of our program components.

Please read the extensive information contained in this *Pacific Preschool Handbook* carefully and keep it on hand for your future reference. We believe this document is very informative and will assist you with navigating our program requirements.

Thank you for choosing our program. We look forward to a fruitful partnership with you and your family.

Sincerely,

Eric Gross

Director – Pacific Preschool

Superintendent – Pacific Elementary School District

Rev. Aug. 2019

## CONTACT INFORMATION

Pacific Preschool and the Pacific School Office, which also services the Preschool, are both located at:

50 Ocean Street/P.O. Box H  
Davenport, CA 95017  
831-425-7002  
[www.pacificesd.org/preschool.html](http://www.pacificesd.org/preschool.html)

### **Pacific Preschool Staff:**

Eric Gross, Preschool Director, School Principal/Superintendent: [egross@pacificesd.org](mailto:egross@pacificesd.org)

Stacey Reynolds, Teacher: [sreynolds@pacificesd.org](mailto:sreynolds@pacificesd.org)

Martha Gagnier, Teacher: [mgagnier@pacificesd.org](mailto:mgagnier@pacificesd.org)

Julia Valle-Eraza, Bilingual Aide: [jvalle-erazo@pacificesd.org](mailto:jvalle-erazo@pacificesd.org)

Emelia Miguel, Food Services Director: [emiguel@pacificesd.org](mailto:emiguel@pacificesd.org)

Molly Tierney, Registrar (enrollment): [mtierney@pacificesd.org](mailto:mtierney@pacificesd.org)

Hillary Redding: Secretary (billing): [hredding@pacificesd.org](mailto:hredding@pacificesd.org)

## GOVERNANCE

Pacific Preschool is a program of the Pacific Elementary School District. The Pacific Elementary School District has a three-member Board of Trustees. The current Board members are:

**Gwyan Rhabyt**, President     [grhabyt@pacificesd.org](mailto:grhabyt@pacificesd.org)     Term Expires: 12/2020

**Don Croll**, Vice President     [dcroll@pacificesd.org](mailto:dcroll@pacificesd.org)     Term Expires: 12/2022

**Cari Napoles**, Trustee     [cnapoles@pacificesd.org](mailto:cnapoles@pacificesd.org)     Term Expires: 12/2022

Board meetings are held at the school monthly and are open to the public.

## MISSION

Pacific Preschool's mission is to prepare children for life through experiential learning that addresses the needs of the whole child. We create a safe and secure school environment that promotes social and academic growth and develops an enthusiasm for learning, a positive self-image, and cross-cultural understanding.

## VISION

The staff of Pacific Preschool is dedicated to addressing the needs of the whole child by creating a school environment wherein every child may experience success in social and academic growth, as well as develop

an enthusiasm for learning. Children learn to cooperate and take responsibility for their actions. They learn to function with a sense of community while maintaining individuality and creative self-expression. They are treated with kindness and respect, and learn to respect others.

## **PHILOSOPHY STATEMENT**

Pacific Preschool balances gently structured activities with opportunities for creative free play to provide each child the opportunity for maximum social, emotional, physical, and intellectual growth. Teachers support students as they develop independence, confidence, and self-esteem. The curriculum stimulates each child's curiosity and enthusiasm and sustains a love of learning. Numerous long-term studies have documented the profound benefits of high-quality preschool programs for children's future learning and success.

## **AGES AND CHILDREN SERVED**

Generally, all children must be 3 years old upon enrollment, be able to use the bathroom independently, and meet the state-mandated vaccination requirements for preschoolers. Occasionally, on a space-available basis, children who are ages 2.5-3.0 years old and are otherwise developmentally ready for preschool can be enrolled. All children must have all forms and vaccine requirements completed prior to the first day of school.

## **LOCATION, DAYS, AND HOURS OF OPERATION**

Pacific Preschool is located at 50 Ocean Street, Davenport, California, approximately 10 miles north of Santa Cruz.

Students attend preschool from 8:30 a.m. to 12:30 p.m. Pacific Preschool operates 180 days per year and follows Pacific School's calendar; therefore, the program will be closed on school holidays during the regular school year. The complete school year calendar can be found on the school website: [www.pacificesd.org](http://www.pacificesd.org)

Students have the option to participate in the After School Care Program from 12:30 p.m. to 2:40 p.m. for an additional fee. After-school care is a separate program of the Pacific Elementary School District and is not part of Pacific Preschool.

## **REFRAIN FROM RELIGIOUS INSTRUCTION OR WORSHIP**

Pacific Preschool refrains from religious instruction or worship.

## **NON-DISCRIMINATION POLICY**

Pacific Preschool does not discriminate on the basis of race, color, ethnic group identification, national origin, height, ancestry, creed, religion, gender, gender identity, domestic partner status, weight, sex, gender-identification, sexual orientation, age, marital status, family status, mental or physical disability, veteran status, or human immunodeficiency virus (HIV) status.

## **CHILDREN WITH SPECIAL NEEDS**

Pacific Preschool welcomes and encourages the participation of children with varying needs and abilities in our programs. We comply with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA). Pacific Preschool will make every effort to provide children with special needs reasonable accommodations to participate in activities, programs and services. If you feel your child requires a reasonable accommodation to participate in activities, please contact your teacher or the Preschool Director. If your child has an Individual Family Service Plan (IFSP) or Individualized Education Plan (IEP), please share it with the preschool teachers and/or Preschool Director. This will allow us to incorporate your child's needs and goals into our program, to support an optimal early care and education experience for your child.

## **EDUCATIONAL PROGRAM**

Our educational program is based on sound principles of child development. Our overall goal is to give children a sense of self-worth and to help them develop according to their own individual styles. We want them to feel confident and secure so that they can explore and grow in a stimulating educational, social and home-like environment. We are committed to supporting all aspects of a child's growth in an atmosphere of respect. Your child is seen as an individual who is an important member of a group, and whose uniqueness is acknowledged by that group.

**Greeting at the Door:** Children are individually greeted at the door and helped to settle in for morning activities. We ask parents to help make the transition from home to school as easy as possible for their children by making goodbyes brief. Assure your child that you will return soon.

**Morning Circle:** At circle time, we gather as a group. The teachers use circle time to introduce new concepts, vocabulary, and materials, often incorporating Montessori lessons and materials. Children are encouraged to participate fully. Music is a key part of circle time; the children learn many songs and fingerplays. Children also enjoy movement activities for body awareness and muscle development.

**Work Time:** This time is the important core of the preschool day. The children choose activities from the shelves and work individually or in small groups. The teachers help children find activities and present lessons demonstrating the use of classroom materials. Children are introduced to working with numbers and letters. The children may choose manipulative materials from any of the following areas: literacy development, art, mathematics, music, gardening, practical life, reading, science, and sensorial development.

**Nutritious Food:** Two healthy snacks/meals are served each day as part of our award-winning FoodLab program. See “MEALS & NUTRITION” below for more information.

**Outside and Inside Play:** An important component of our program is play-based learning. Students have opportunities to enjoy unstructured playtime both outside and inside each day. There are also organized games and opportunities to use a variety of different equipment, such as costumes, balls, walking cups, hula hoops, parachutes, bean bags, etc.

**Enrichment:** Preschoolers benefit from many of the same rich learning opportunities as other Pacific Elementary School students. They receive a half-hour of music instruction weekly from the elementary school’s music teacher. They participate in the Life Lab garden program, and they enjoy weekly visits with their Reading Buddies from the third and fourth grades.

**Story and Closing:** Each day ends with a large-group story time and a formal goodbye handshake. The teacher will excuse each child from circle to his/her caretaker or to the After School Care Program.

## **DESIRED RESULTS SYSTEM**

The goal of Pacific Preschool is to ensure that all children are making progress in the domains of physical, cognitive, and social-emotional development. We use the Desired Results Developmental Profile, a tool developed by the California Department of Education, Child Development Division, to assess the development of children. Children are assessed within 60 days of enrollment and every six months thereafter. The assessment is used to plan and conduct age and developmentally appropriate activities for the children. Parents’ input is a necessary component of this assessment. Parents will be asked to complete a parent survey and participate in parent conferences each year.

## **PROGRAM EVALUATION & ENVIRONMENTAL RATING SCALE**

Pacific Preschool conducts yearly self-assessment of its programs. During this process, we identify areas that need improvement in our classroom environments by utilizing the Environmental Rating Scale (ECRS), curriculum, staff development, parent engagement and satisfaction with our program, and how well we are meeting the needs of the families we serve. An annual Parent Survey is used to measure the level of satisfaction of our families. A plan of action is created each year to use that feedback and information to make further improvements to our preschool.

Pacific Preschool is licensed by the California Department of Social Services and undergoes periodic inspection to ensure continued compliance with all regulations.

## **MEALS & NUTRITION**

**Student Meals:** Your preschooler will be offered a nutritious snack at 8:30 in the classroom. Please remember that this snack should not replace breakfast at home. Here they are offered 4 choices of foods

including whole grains, fruits and/or veggies, milk, and/or protein. Then at 10:45 your student is served lunch (with Pacific Elementary School kindergartners) in the lower grade lunchroom. Here they are served a full meal using the newly revised CACFP nutritional requirements ([www.fns.usda.gov/sites/default/files/cacfp/CACFP\\_MealBP.pdf](http://www.fns.usda.gov/sites/default/files/cacfp/CACFP_MealBP.pdf)). This lunch menu consists of a protein, a grain, fruits, vegetables, and milk. All fruits, vegetables, and milk are organic whenever possible. During this time, the Food Service Director will step into the lunchroom and get to know the students for about five minutes. The Food Service Director will also take informal food polls so we can learn about their eating habits in order to accommodate them as they develop their taste buds. Our wellness goals for the upcoming school year include a focus on smarter lunchrooms, where students eat their vegetables and fruit and reduce food waste while we encourage and educate students to try new foods.

Providing nutritious meals, promoting healthy eating, and introducing new foods to the children are important aspects of the Nutrition Program. Menus are posted on site and on the school website and copies are available upon request. As per the CACFP nutritional guidelines, meals are limited in the amount of salt, sugar, and fats and provide a variety of whole grains, fruits and vegetables.

It is very important for Pacific Preschool staff to know if your child has a food allergy or special dietary needs. A *Medical Statement to Request Special Meals and/or Accommodations Form* must be completed and signed by your child's licensed healthcare professional which will include a list of suitable foods so that reasonable accommodations can be made. In some cases, parents may be asked to provide meals for their preschooler. These meals **MUST** follow written guidelines and be approved in advance by the Food Service Director. In the event that dietary needs or accommodations change, a new *Medical Statement to Request Special Meals and/or Accommodations Form* must be completed by your child's licensed healthcare professional.

Pacific Preschool practices family style meal service during all meals. This style of meal service promotes healthy eating habits and positive attitudes toward food and eating. Children are encouraged to sit at a table with their teachers in a relaxed atmosphere and to try all components of the meal. As appropriate, children are encouraged to serve themselves and to help clean up after meals.

In accordance with Federal law and U.S Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, nationality origin, sex, gender-identity, age or disability. Any person who believes they have been discriminated against in any USDA related activity should write to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964. USDA is an equal opportunity provider and employer.

**Adult Meals:** Adults are welcome and encouraged to eat Pacific School's award-winning school lunch. Lunch is available for adults each day at 12:45. The price is \$5.65 for each adult, non-enrolled sibling, or student eating a second lunch. Children may NOT nibble for free from parents' plates; the price is per person eating. Lunch should be eaten at the tables outside the lower lunchroom (the ones with an ocean view).

All adults who eat lunches must pay in advance in the office. After you prepay for your lunches in the school office, you will be issued a bar code card with your family name on it. Each time you eat lunch, remove the card from the wall hanging and place in in the basket by the plates.

## **HOLIDAYS and CELEBRATIONS**

With respect to the diversity of children and families we serve, and in compliance with state law, Pacific Preschool refrains from religious instruction and worship. Therefore religious holidays will not be celebrated in the classrooms. Should you wish to celebrate your child's birthday in the classroom, please coordinate with your child's teacher in advance.

Food items brought in for celebrations must be in accordance with our nutrition standards. (The school Wellness Policy is available here: <https://www.pacificesd.org/plans--lcap.html>) Please speak to one of the preschool teachers prior to the celebration to verify any food allergies.

## **STAFF DEVELOPMENT**

Pacific Preschool is committed to providing quality early education services for every child and family it serves. Each Pacific Preschool employee's references, physical health (including TB clearance) and criminal record clearance are verified prior to employment. The preschool is staffed by qualified teachers and support staff. All teaching staff are CPR and First Aid certified. We support continuous staff growth by assessing the needs of staff and providing professional development activities. Once hired, employees are required to participate in a new hire orientation program. Additional trainings are held throughout the year for all Pacific Preschool employees. We have internal communication mechanisms which include email, phone, and newsletter to provide staff with information necessary to carry out their respective duties.

## **STATE-SUBSIDIZED VS. TUITION-PAYING PROGRAMS**

Pacific Preschool offers two programs: the State-Subsidized Preschool Program (CSPP) and the Tuition-Paying Program. Students in the subsidized program attend 5 days per week and must meet family eligibility requirements described below. Students in the tuition-paying program attend 3, 4, or 5 days per week and pay tuition at the rates described in the Tuition and Fees section of this handbook.

## **OPEN DOOR POLICY – UNLIMITED ACCESS**

Pacific Preschool maintains an open door policy. All parents who have a child enrolled in Pacific Preschool have unlimited access to their child(ren) and to all written records concerning their child(ren) during normal hours of operation and whenever the child(ren) are in the care of Pacific Preschool. We welcome parents to visit and participate in daily activities at any time.

## PARENT INVOLVEMENT & EDUCATION

Pacific Preschool has an open door policy and supports strong parent involvement in our preschool program. Communication and participation is very important and will enhance a feeling of a partnership in the education of your child. Agency staff are dedicated to working with you to provide learning opportunities, both at home and at school. It is important that you share any family changes, questions or concerns with us as they arise.

Here are some ways to get involved in your child's program:

- Ask your teacher about your child's progress
- Participate in parent conferences
- Offer your time and/or talent in the classroom
- Donate materials for the classrooms
- Join Parents' Club and help with one or more fundraisers ([www.pacificesd.org/parents-club.html](http://www.pacificesd.org/parents-club.html))
- Help with a classroom project at home
- Volunteer to help maintain the school gardens and grounds
- Attend school functions such as Back-to-School Night
- Participate in the self-review process
- Join the school Site Council ([www.pacificesd.org/site-council.html](http://www.pacificesd.org/site-council.html))

Parents are encouraged to attend parent meetings and parent education opportunities. Pacific Elementary School occasionally provides parent education workshops. Pacific Preschool staff will distribute information to parents about these opportunities as they occur.

## SCHOOL MEMO

A school memo will be emailed regularly; it describes upcoming events and informs parents of important school issues. **PLEASE READ THE MEMO.** To sign up to receive the memo, or to view an archive of past school memos, go to the Memo Subscribe page of the school website ([www.pacificesd.org/memo-subscribe](http://www.pacificesd.org/memo-subscribe)).

## PARENT ADVISORY COMMITTEE

Pacific School's Site Council also functions as Pacific Preschool's Parent Advisory Committee. Members are elected in the fall and meet monthly. All meetings are open to the public and interested parents are encouraged to attend. The Site Council/Preschool Parent Advisory Committee advises the preschool on issues related to services to families and children and to provide input on the planning, development and evaluation of the program.

## COMMUNITY INVOLVEMENT

Pacific Preschool actively seeks community involvement. Efforts are made regularly to inform local families about the availability of our services through brochures, verbal announcements, partner organizations, open



houses, and other methods. Volunteers help with facilities and grounds maintenance and other projects. We welcome donations of program-appropriate food and instructional materials.

## **ARRIVING AND LEAVING**

### **GENERAL RULES FOR SAFETY AND CONDUCT**

Smoking is prohibited by State Law at all early childhood care and education centers, schools, playgrounds, parking lots, and offices.

When transporting your child to and from Pacific Preschool:

- California Law requires children to ride in the back seat in a properly secured child passenger safety restraint until they are at least 8 years old or 4'9" in height. Children under the age of 1 weighing less than 20 pounds may not ride in the front seat of a vehicle with an active passenger side airbag in a rear facing infant seat.
- Follow all speed limits on Highway 1. The areas around Davenport have experienced many accidents and the speed limits are a direct response to the need for increased safety in the area.
- Drive slowly in Davenport and near the school, as children, dogs, and other vehicles are all likely to be present and the roads are narrow.
- Park in designated Pacific School parking spaces or in the surrounding neighborhood. DO NOT park in areas with "No Parking" signs - even for a few minutes. Information about where to park can be found here: [www.pacificesd.org/parking.html](http://www.pacificesd.org/parking.html)
- Park in the handicapped space ONLY if you have the appropriate permission or need. Do NOT park there, even for a few minutes, if you and your family have full mobility.
- NEVER leave a child alone in a parked car.

Pacific Preschool should be a safe and pleasant environment for staff, children and families. Hostile, aggressive behavior such as yelling, hitting and/or the use of offensive language or gestures will not be tolerated and may result in immediate termination of services.

### **PICK UP AND DROP OFF**

The manner in which a parent arrives and leaves a child at school is very important. Starting the day in a positive manner will assure a good day for the child and teacher. Please be sure that your child is dressed and ready for the day. Students must be accompanied by an adult to and from the preschool classroom. Take the time to bring your child into the preschool, make contact with a teacher and spend a few minutes before you leave. At pick-up time, take a few minutes to talk about the day with the teacher and your child. Allowing your child time to finish their activity will provide a smooth transition for you and your child.

## **SIGNING IN AND OUT**

Attendance records and daily attendance tracking is required by the California Department of Education and Community Care Licensing. The parent or an authorized representative must record the child's actual time of arrival and departure on a daily basis with a full, legal signature.

All children are required to be brought INTO the preschool by their parent or parent's adult designee (must be 18 or older). Likewise, caregivers will only release a child to the parent or parent's adult designee (must be 18 or older). If pick-up is to be by someone other than those listed on the emergency card, please notify preschool staff in writing. Children will not be allowed to leave with any other person without written authorization from the parent or guardian. Parents are required to keep the Emergency Card current with 3 emergency contacts. The person picking up **MUST** be prepared to present a picture I.D.

Children will not be released to an adult who appears to be under the influence of drugs or alcohol.

If there is a court order that specifies that a parent is not allowed to pick up or contact the child without the consent of the custodial parent, the order must be on file with the agency. Any exceptions or special circumstances must be requested in writing and submitted in advance.

## **LATE PICK-UP**

Any students not picked up by 12:30 will be automatically enrolled in Pacific Elementary School's After Care program, and families will be responsible for the resulting fees.

## **ABSENCE NOTIFICATION PROCEDURES**

Sometimes students must miss school. It is important that the school knows when your child is not in attendance. **Please provide a written notification or call the school secretary at (831) 425-7002 before 9:00 a.m. each and every day your child will not be attending school, even during absences of multiple days.** Include the following information in your note or phone message:

- The student's full name
- The fact that your student is in the preschool program
- Your name and relationship to the child
- The reason for the absence (sick, vacation, etc.)
- Whether your child is expected to be in later that day

For safety and contract compliance reasons, we must determine why each absent student is missing from school every day. We begin calling families of absent students who have not communicated with us at 9:00

a.m. each morning. Please reduce the office's workload by providing us with all of the information above in a timely manner.

## **ABSENCE POLICY**

Parents must notify preschool staff by phone or in advance in writing regarding their child's absence no later than the time the child is scheduled to attend that day. The reason for absence and a **Full Legal Signature** must be written on the sign in and out sheet by the parent(s) or authorized agency representative. If applicable, tuition remains the same whether or not the child attends.

In addition to excused absences, children the state-subsidized program are allowed 10 "best interest" days (see below) and 10 unexcused absences. After all 10 unexcused absences have been used, state-subsidized child care services may be terminated. Additional unexcused absences may be granted by the preschool director under certain circumstances.

### **EXCUSED ABSENCES**

1. Child, parent/guardian, or sibling is ill. Healthy child/sibling may still attend care.
2. Quarantine by county or city health officer.
3. Medical, dental, or mental health appointment
4. Appearance in court, appointments with attorneys, and law enforcement officers
5. An absence related to Child Protective Services
6. Family Emergency (5 consecutive days max per occurrence)
  1. Lack of transportation
  2. Witness or victim of a crime
  3. Illness of a family member
  4. Disaster
  5. Funeral for member of family

All family emergencies must be documented in writing with the specific nature of the emergency. If your family emergency requires your child to be absent longer than 5 days, you must request additional family emergency days in writing.

### **BEST INTEREST DAYS**

Each student may use a maximum of 10 best interest days per year. Best interest days include:

1. Family trips for pleasure, educational, or recreational reasons
2. Home with a parent or visiting relative (if family has a set schedule)
3. Participation in elementary school activities
4. Observation of a holiday or ceremony of the student's religion
5. Any absence in the best interest of the child

## UNEXCUSED ABSENCES

1. Any absence, without signature or phone call to the office
2. Any absence requiring but lacking appropriate documentation
3. Any day beyond the allocated 10 best interest days
4. Any days missed because of incomplete paperwork or failure to meet vaccination requirements

Other examples of unexcused absences include: the child does not feel like coming to school, the child or parent overslept, etc.

## HEALTH

We want Pacific Preschool to be a healthy, positive, and joyful place for the students, staff, and volunteers. Students should come to school when they are well enough to participate fully and when they are not contagious. There are important steps families can take to help us achieve this goal.

**When to Keep a Child Home from School:** Please keep your child home if the exhibit any of the following symptoms:

- **Vomiting or diarrhea** within the last 24 hours. Keep children home until stools are solid and there has been no vomiting for at least 24 hours (A child experiencing single episode of either vomiting or mild diarrhea with no other symptoms may be sent to school if the family has reason to believe the child is not sick.)
- **Fever** greater than 100.4 degrees Fahrenheit within the last 24 hours. Keep children home until they have been fever-free without medication for at least 24 hours.
- **Runny nose and/or significant coughing.** Keep children home if they have significant green or yellow mucus, persistent or productive coughs, recent onset of symptoms, etc. Students with symptoms of allergies or mild lingering colds can be sent to school.
- **Sore throat with fever.** Students exhibiting symptoms of strep throat should be checked by a doctor. If confirmed, they should not return to school until 24 hours after antibiotics treatments have been started, and families should notify the office (see communicable diseases below).
- **Pink eye (conjunctivitis).** Students with very red eyes and thick yellow or greenish drainage should be checked by a doctor for pink eye. Students should remain at home until treatment has begun or the symptoms have cleared up. Families should notify the office (see communicable diseases below).
- **Unidentified rashes or open sores.** Some causes of rashes are contagious. If your student has a rash aren't certain about, keep the child home from school, consult a doctor, and follow the doctor's instructions for returning to school.
- **Lice.** Students can return to school after treatment with appropriate lice shampoo. Families should notify the office (see communicable diseases below).

**Communicable Diseases: Parents are required to notify the office immediately if your child has a communicable disease** such as lice, strep throat, scabies, pink eye (conjunctivitis), chicken pox, whooping

cough (pertussis), etc. The office will send out an exposure notice so that other families will know their child may have been exposed, will look for symptoms, and can treat their children in a timely manner. This is a very important service to the entire school community, allowing everyone to stay healthier. Your child will NOT be identified in the exposure notice.

Children who become ill during the school day will be isolated from other children. Parents will be called and asked to pick their child up as soon as possible.

## **MINOR ACCIDENTS & INJURIES**

During active play, children may experience occasional minor accidents or injuries. If your child has a minor accident/injury while at school, a staff member will let the authorized representative know during pick up time. If you have further questions regarding the accident/injury, please speak to your child's teacher as soon as possible.

## **MEDICAL EMERGENCIES**

If your child should need medical attention beyond first aid, a staff member will contact the parent/guardian immediately and call for emergency help (911) if necessary. If we are unable to reach a parent/guardian, we will contact the authorized representatives listed on your child's emergency form. If your child must be transported to a hospital, whenever possible a Pacific Preschool staff member will accompany your child and stay with your child until you arrive.

***It is extremely important for staff to have current contact information for you and your child's authorized representatives at all times. Please update this information on your child's Emergency Form in the school office as often as needed.***

## **MEDICATIONS & SUNSCREEN**

Ideally, medication should be administered at home. Please inform the physician that your child attends the Pacific Preschool program and schedule administration of medication at home whenever possible. If not possible, Pacific Preschool staff will administer medication to children as long as the following procedures are followed:

1. A School Medication Authorization Form (available on the school website) must be completed and signed by both the parent and the physician. This requirement applies to prescription and over-the-counter medications.
2. All prescription medication must be current with a clear, legible, unaltered label from the pharmacy showing the name of child, name of doctor, type of medication, amount to be administered and time of day to be administered.

3. All over-the-counter medications must be in its original container with dosing information and labeled with the child's name.

Sunscreen: Parents are asked to apply sunscreen before students arrive at preschool. If additional sunscreen is needed, it does not require a specific form. All sunscreen must be in its original container, labeled with the child's name, and accompanied by a signed note from a parent indicating permission and need for applying sunscreen.

## **HEALTH EXAMINATIONS**

Children are required to have a physical examination, which may include a TB test, prior to the first day of attendance and annually thereafter. Pacific Preschool will accept documents that are less than 1 year old to fulfill this requirement. Immunizations must be up to date and stay current during enrollment with Pacific Preschool. These documents must be submitted before the child is allowed to receive services.

## **SOCIAL SERVICES & MANDATED REPORTING**

Please reach out to us if you are in need of community resources that can offer assistance to your family. Various local and state programs can help with providing food, medical insurance and medical care, educational and mental health services, housing, etc. Pacific Preschool staff can help you find the resources you need. In addition, a local community resource guide is available here: [www.sccstudentresources.org](http://www.sccstudentresources.org).

As mandated by the California Department of Social Services and Child Protective Services, Pacific Preschool staff members are required to contact Child Protective Services if there is a reason to believe or suspect that a child is being neglected or abused. Pacific Preschool staff have training in what steps/measures should be taken in such a situation. Parents should understand that filing a report is considered a request for an assessment of the concern. A report does not establish fact, but rather is the beginning of a helping process for children and families. If you have any questions about this policy, please contact the Preschool Director.

## **EMERGENCY DISASTER PLAN**

In the event of an earthquake or other serious disaster, you may not be able to get to your child's preschool or make contact with the preschool by phone. An Emergency Disaster Plan is posted in the classroom, indicating emergency evacuation, temporary relocation sites and staff assignments. If you would like to review the Disaster Plan, please speak with your child's teacher or Preschool Director. All preschool staff are certified in First Aid/CPR and trained in Emergency Disaster Preparedness.

An emergency backpack is maintained and earthquake, lockdown, and fire drills are conducted regularly. If necessary, Pacific School is prepared to shelter and feed all students and staff for up to 48 hours. Additional information about emergency preparedness can be found on the school website.

## CLOTHING & PERSONAL BELONGINGS

Dress your child comfortably for active, messy play, in clothes you and your child are not worried about getting a little dirty. Children will be digging in dirt and sand, sliding, climbing, painting, working with clay, water, and glue, and more! Remember, learning to do things for themselves is important to children, and clothing that buttons and zips easily facilitates the teaching and learning process. To help with dressing your child appropriately for the weather conditions we suggest layering clothing that can be taken off or put on to keep your child as comfortable as possible.

Please send your child in appropriate closed-toed play shoes. For the protection of your child, shoes must tie or have Velcro. Sandals, flip flops, boots, or dress shoes limit your child's safety and should not be worn to preschool.

Please bring a set of extra clothes to be left at school in case your child may need to change clothes for any reason. Please mark all clothing with your child's name with permanent ink.

Toys and other belongings from home are not allowed at preschool. Please check with your child's teacher about "share days" and items that are appropriate to share. ***Pacific Preschool does not take responsibility for lost or damaged items brought from home.***

## BEHAVIOR POLICY & PROCEDURES

All teachers at Pacific Preschool manage behavior in a non-punitive, age-appropriate manner. All staff receives ongoing training in the areas of discipline and behavior management. They are trained in the process of positive discipline, which instructs children as to what they should do rather than telling them what not to do. For example, "We walk inside the building" rather than "No running". Children are encouraged to learn problem-solving skills and become self-correcting. They are given the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. For example, if a child is having difficulty sitting quietly during a story, he/she will be asked to do a puzzle or draw a picture until they feel they are ready to rejoin the group. Teachers assist in pointing out logical consequences to both positive and negative behavior. Staff uses positive reinforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors. Children are redirected to an alternate activity if their behavior is inappropriate. An example is when a child is doing something that could hurt others, themselves, or destroy property and choose not to use problem-solving techniques. Teachers will continue to be active listeners and support the child with conflict resolution.

If an inappropriate behavior is severe or persistent, parents will be notified of the behavior and the behavior management strategies used. If a child's behavior is unmanageable within a group setting, parents are required to be involved in developing and implementing an individual behavior plan for the child. Parent cooperation and participation and support of the behavior management plan is crucial to the success of the plan. It is important that the messages the child is receiving at home and school are consistent.

In cases of severe behaviors, or in the event that attempts to correct the behavior have not resulted in change, or the behavior may cause harm to the child, peers or staff, a formal behavior plan will be completed with specific timelines. When all attempts have failed to result in desired behaviors, childcare services will be terminated.

## **TUITION & FEES**

Our preschool offers 5, 4, or 3 days per week at these tuition rates: 5 days = \$700; 4 days = \$600; 3 days = \$480; OR 5 days per week with FREE tuition for eligible families (see eligibility information below). Tuition for paying families is prorated over 9 months, September through May; monthly payments are the same regardless of the number of days taught. We email monthly invoices; parents pay at the beginning of each month. There is also a \$100 enrollment deposit due for each student, which is waived for students in state-subsidized preschool spaces. If applicable, the deposit is due each year, even for returning students.

Families must provide 30 days' notice if discontinuing the program. Pacific Preschool does not give refunds on tuition. Families who un-enroll must wait at least 30 days to re-enroll, and will be able to re-enroll only on a space-available basis.

Pacific Preschool does not change tuition rates midyear. We will give at least 30 days' advance notice prior to any tuition rate change.

## **BILLING PROCEDURE**

The office can only accept cash and checks. (Note: The office staff has done extensive research about whether it would be possible to accept credit cards and/or online payments. At this time, the only solutions available would create significantly more costs, be more labor-intensive for office staff, create potential problems with the school auditor, and are therefore not feasible. However, your bank offers the same benefits for free, and we encourage you to take advantage of this service.)

For all school bills, we recommend using your bank's automatic bill pay feature. We can help you estimate your monthly expenses for each program. You can set up your bank to automatically mail us a check and deduct the money from your account on your chosen day (for example, on the day after your paycheck is deposited). This eliminates the need for you to remember your checkbook, come by the office, and wait for your check to clear. Alternatively, you can provide us with post-dated checks for future months. We will deposit each of your checks within two weeks of its date.

To simplify our accounting and invoicing process, please use different checks for payments for preschool, after care, after school recreation (if you have an older sibling), student lunches (if you have an older sibling), and adult lunches.



Late Payment Policy: If a preschool tuition payment is greater than 30 days late, the family may be asked to stop participating in preschool until the balance is paid in full. Please do your part and reduce the workload for the office staff by paying all fees promptly using cash or separate checks.

## **HOW FAMILIES ARE SELECTED**

In the event that there are more interested families than available spaces in Pacific Preschool, priority will be given to the following categories of students in this order of priority:

1. Students receiving protective services or identified as being at risk of abuse or neglect
2. 4-year-olds whose families are qualified for the state-subsidized program (as described below)
3. Families residing within the district boundaries of the Pacific Elementary School District
4. Other families who are qualified for the state-subsidized program (as described below), if necessary further ordered with families with the lowest incomes receiving highest priority
5. Other families in order of date of inquiry

## **ELIGIBILITY FOR STATE-SUBSIDIZED PROGRAM**

A student or family may become eligible for the state-subsidized program by documenting any one of the following:

- Child protective services
- Homelessness
- At risk of abuse or neglect
- Income eligibility
- Current aid recipient

Each of these categories has its own documentation requirements, described below.

### **CHILD PROTECTIVE SERVICES**

Documentation should be a written referral, dated within six months of application for services and includes:

1. Statement from local county welfare department, child welfare services worker, certifying that the child is receiving Child Protective Services (CPS) and that child care and development services are a necessary component of the CPS service plan.
2. Probable duration of the CPS service plan.
3. Name, address, phone number and signature of the county child welfare staff.

### **HOMELESSNESS**

Documentation could be a written referral from an emergency shelter or other legal, medical or social service agency OR a written parental declaration that the family is homeless and a statement describing the family's living situation.

## AT RISK OF ABUSE OR NEGLECT

Documentation should be a written referral, dated within six months of application for services and includes:

1. Statement by a legally qualified professional (someone licensed in the state to perform legal, medical, health or social services for the general public) that the child is at risk of abuse and neglect and that child care and development services are needed to reduce or eliminate that risk.
2. Probable duration of the at risk situation.
3. Name, address, phone number and signature of the legally qualified professional.

## CURRENT AID RECIPIENT

Documentation should include proof of current aid recipient status including the type of aid being received, relevant case number, etc.

## INCOME ELIGIBILITY

A family's total countable income must meet the income guidelines as established by the California Department of Education, Early Education and Support Division. This is a sliding scale that takes into account family size and income, as shown below. The income eligibility guidelines below apply to both initial certification and recertification the following year (<https://www.cde.ca.gov/sp/cd/ci/mb1903.asp>):

Family Size	Family Monthly Income	Family Yearly Income
2	\$5,343	\$64,120
3	\$5,802	\$69,620
4	\$6,719	\$80,623
5	\$7,794	\$93,522
6	\$8,869	\$106,422
7	\$9,070	\$108,841
8	\$9,272	\$111,259

The documentation process requires documenting both total family income and total family size.

Total countable income means all income of the individuals counted in the family size, for example:

- Gross wages or salaries
- Overtime
- Tips
- Cash aid
- Child support payment received
- Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies.

Generally, income documentation is for the month preceding certification or recertification. Current and on-going income documentation may be requested. If you or your family members are employed, please provide one month's worth of paycheck stubs or other record of wages issued by your employer. In addition, please provide copies of the documentation of all non-wage income such as child support, cash aid, etc.

If you are self-employed, please provide as many of the following types of documentation as necessary to determine income: letter from source of income, copy of the most recently signed and completed tax return, other business records, such as ledgers, receipts, or business logs.

You may provide self-certification of any income for which no documentation is possible. Pacific Preschool reserves the right to ask for additional documentation to verify income.

The parent must provide supporting documentation regarding the number of children and parents in the family. Supporting documentation for the number of children shall be at least **one** of the following:

- Birth certificate
- Child custody court order
- Adoption documents
- Foster Care placement records
- School or medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

When only one parent has signed (one parent on the Application for Service) the Application for Service and the information provided indicates the child in the family has another parent whose name does not appear on the application, then the presence or absence of that parent shall be documented.

Supporting documentation of the presence or absence of the other parent must be any one of the following:

- Records of marriage, divorce, domestic partnership or legal separation.
- Court-ordered child custody arrangement.
- Evidence that the parent signing the application receives child support payment.
- Rental receipts or agreement contracts, utility bills or other documents for the residence of the family indicating that the parent is the responsible party.
- Any other documentation, excluding a self-declaration to confirm the presence or absence of the parent of the child in the family.

If due to recent departure of a parent from the family, the remaining applicant parent may submit a self-declaration under penalty of perjury explaining the absence of that parent from the family. Within six months of applying or reporting the change in family size, the parent must provide one of the above supporting documentation.

## **RECERTIFICATION OF ELIGIBILITY**

Subsequent to enrollment, a child shall be deemed eligible for the subsidized program for the remainder of the school year. Income eligibility guidelines for recertification are listed above.

After initial Certification and Enrollment, California Department of Education, Early Education and Support Division requires your eligibility to be recertified annually. At the time of recertification, you will be required to update your file with current income documentation and other supporting documentation as requested. Failure to comply with the recertification requirements may result in termination.

## **CONFIDENTIALITY**

Pacific Preschool and Pacific Elementary School District maintains all personal information in strict confidence. We understand that in the course of caring for your child, you may share confidential and private information with our staff. We respect the privacy of all of the children and families we serve. We hold any information you share with us, to enable us to better meet your family's needs, in the strictest confidence. This applies to information you share with us in writing or verbally. When determining eligibility for services and providing appropriate resources to families, it is often necessary for Pacific Preschool to require families share private information about themselves. We take this responsibility seriously. The use or disclosure of all information pertaining to families shall be restricted to authorized personnel strictly on a need-to-know basis.

The disclosure of confidential information will be restricted to the California State Preschool Program administration. Personal, private, or sensitive information regarding eligibility and attendance may be disclosed to any regulatory agency with which we are required to comply or for the purpose of reporting suspected fraud, responding to fraud investigations, or licensing reporting requirements. Other agencies providing subsidy, CalWORKs, Child Care Food Programs, fiscal auditors, representatives from the California Department of Education and the District Attorney are provided access to parent files as needed for the purpose of fulfilling contract compliance requirements, and/or fraud prevention or investigation.

## **FRAUD POLICY**

Pacific Preschool is required by the California Department of Education to inform all families receiving subsidized child care services through state funds that if child care funds are obtained by providing fraudulent information or incomplete information, Pacific Preschool shall actively pursue recovering the funds paid out from the family in question.

Any fraudulent, false, or misleading information provided to Pacific Preschool regarding employment, income, status as a student, enrollment in a training program or eligibility relating to medical incapacitation

will be grounds for program termination and will be justification for Pacific Preschool to begin to recover funds.

Fraud includes knowingly providing false information or documents to verify Eligibility and Need such as:

- Family size/intentionally inflating family size by reporting family members who do not physically reside in the household
- Family monthly income-intentionally underreporting family income in order to remain eligible for services or reduce family fee (wages, child support, cash aid, or other relevant income)
- Intentionally providing false Social Security Numbers, tax I.D or other false monthly family income documents.
- Family source of income and family size- intentionally withholding information regarding second parent/spouse residing in the household.
- Intentionally falsifying and providing documents to verify needs for services including, but not limited to: forged employment verifications or medical incapacity statements, and/or falsified school records
- Untrue self declaration statements

Any family terminated for alleged fraud is entitled to a fair hearing. See Parent Right to Appeal procedures (see below) or on the reverse of the Notice of Action. If they lose their appeal, they will also be responsible for any money paid by Pacific Preschool for care during the time of the appeal process.

## **DISENROLLMENT**

Pacific Preschool reserves the right to disenroll any child, at any time, when we believe disenrollment is in the best interest of the child and/or the program. Our first priority is to provide quality care and early education for all children enrolled in our program but on rare occasions there may be a need to disenroll a child. Some of the reasons for involuntary dismissal might include:

**Failure to Adapt** - Most children adapt to a new program within a reasonable time frame. If a child fails to adapt to our program, even though an effort has been made by parents and the staff to integrate him/her into the program, the child may be disenrolled so his or her parents can find alternate care for their child.

**Aggressive/disruptive behavior** - If a child is aggressive or hurtful to others or if a child's behavior is disruptive to the classroom Pacific Preschool will make every attempt to guide the child in respecting others and to behave in a socially acceptable way. If these behaviors continue the child may be disenrolled in the best interest of the other children enrolled. Failure of the parent or guardian to cooperate with an individual behavior management plan and/or failure to obtain necessary services through referrals made to outside agencies that are in the best interest of the child.

**Failure to pay tuition &/or comply with California State Preschool Program eligibility requirements** – Pacific Preschool reserves the right to immediately disenroll any child whose tuition or family fee is not paid per Pacific Preschool's policies or who fails to provide necessary documentation.

**Abusive/disruptive behavior by parents** - Pacific Preschool reserves the right to disenroll any child whose parent behaves in a manner that is destructive, disruptive, abusive, or malicious through their statements or actions toward the staff, their own child or other parents/children in Pacific Preschool or Pacific Elementary School.

**Irreconcilable differences** – Every parent has expectations regarding the care and education of their child. If it occurs that Pacific Preschool is unable to meet a parent’s expectations Pacific Preschool reserves the right to disenroll the child in order to allow the parents to find an environment that better meets their needs and expectations.

**Fraud** - Knowingly using incorrect or inaccurate information to obtain a benefit that they would otherwise not be entitled to receive will result in disenrollment.

## **NOTICE OF ACTION**

Families in the state-subsidized program will be informed of enrollment, disenrollment, and other changes to their status through a Notice of Action. Families in the tuition-paying program will be informed of such decisions through other verbal or written communications.

## **PARENT’S RIGHT TO APPEAL**

If you are in the state-subsidized program and do not agree with the agency’s action as stated in the Notice of Action, you may appeal the intended action. To protect your appeal rights, you must follow the instructions described in each step listed below. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned. Provide the information outlined in steps 1-5 mentioned below or complete the appeal form on the back of the Notice of Action.

**STEP 1:** Submit your appeal in writing with the following information:

Name or Parent/Caretaker, Telephone, Address, and a written explanation as to why you disagree with the agency’s decision. Please be sure to sign and date your appeal. If you require interpretation, please indicate in your request

**STEP 2:** Mail or deliver your local hearing request within 14 days of receipt of this notice to:

Pacific Preschool  
P.O. Box H/50 Ocean St.  
Davenport, CA 95017

**STEP 3:** Within ten (10) calendar days following the agency’s receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative is

required to attend the hearing. If you or your representatives do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented.

**STEP 4:** Within ten (10) calendar days following the hearing, the agency shall mail or delivery to you a written decision.

**STEP 5:** If you disagree with the written decision of the agency, you have 14 days from your receipt of the written decision to file an appeal with the California Department of Education (CDE). Your appeal to CDE must include the following documents and information: (1) a written statement specifying the reasons you believe the agency's decision was incorrect, (2) a copy of the agency's decision letter, and (3) a copy of both sides of this notice. Mail your appeal to the following address:

California Department of Education  
Early Education and Support Division  
1430 N Street, Suite 3410  
Sacramento, CA 95814  
Attn: Appeals Coordinator

**STEP 6:** Within 30 calendar days after the receipt of your appeal, CDD will issue a written decision to you and the agency. *If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of CDE's decision letter.*

## **PACIFIC PRESCHOOL GRIEVANCE PROCEDURE**

### **STEP 1:**

The complainant wishing to file a grievance shall contact the Pacific Preschool Teachers and discuss their concerns verbally. For alleged violations of Pacific Preschool Program Policy Manual, Admission Agreement issues, or concerns related to enrollment and eligibility, or program related concerns, contact the Pacific Preschool Director.

In the event the issue remains unresolved, move to Step 2.

### **STEP 2:**

The complainant shall file their grievance in writing to the Pacific Preschool Director. The written complaint shall include the following information:

- Name
- Date of complaint
- Nature and location of alleged incident
- Names (if applicable) of witnesses to alleged incident
- Written summary of attempts made to resolve the issue from the point of origin.
- Name of Pacific Preschool representative you contacted from Step 1.
- Signed and dated

The written complaint must be filed within 10 days of the verbal discussion with the Pacific Preschool representative in step 1. The Grievance Committee will review the grievance and attempt to resolve the matter. A response will be provided in writing within 14 days of the date of the signed letter.

If the issue remains unresolved, move to step 3.

**STEP 3:**

The complainant shall request in writing that the grievance be placed on the agenda of the next Pacific Preschool Board of Directors meeting (which are scheduled on the 3rd Tuesday of each month). The Board of Directors shall render an opinion (or otherwise resolve) in writing within 14 days of the board meeting. The decision shall be final.

**UNIFORM COMPLAINT PROCEDURE NOTICE**

It is the intent of Pacific Preschool to fully comply with all applicable laws and regulations. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding Pacific Preschool programs alleged violation of a statute or regulation that the California Department of Education is authorized to enforce. This includes allegations of unlawful discrimination (Education Code, Sections 200 and 220 and Government Code, Section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance.

Complaints must be signed and filed in writing with the California Department of Education:

California Department of Education  
Early Education and Support Division  
Complaint Coordinator  
1430 N Street, Suite 3410  
Sacramento, CA 95814

If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. In this event, the complainant should seek the advice of an attorney of his/her choosing.

A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil law remedies, including but not limited to, injunctions; restraining orders; or other remedies or orders.



## **ADMISSION TO PACIFIC ELEMENTARY SCHOOL**

Kindergarten is available for students who turn five years old on or before September 1 of a given school year. Students who reside within the Pacific Elementary School district boundaries are guaranteed a space in Pacific Elementary School's kindergarten. Preschool students living outside the district boundaries but who are enrolled in preschool by the time the office closes in December have priority for enrollment in kindergarten at Pacific School the following fall. Although space is not technically guaranteed, it is extremely likely that such students will be admitted to kindergarten.

Pacific Elementary School maintains two programs for kindergarten through sixth grade students, a traditional 5-day program and a hybrid Independent Study program in which students attend school 3 days per week. More information can be found about both programs on the school's website, [www.pacificesd.org](http://www.pacificesd.org).