

Cascade Union Elementary School District

STATE PRESCHOOL PROGRAM



PARENT HANDBOOK AND INFORMATION STATEMENT

Funded through the State Department of Education
Office of Child Development

Dear Parents,

The Cascade Union Elementary School district is proud to offer an exceptional preschool program for children age's three to five years of age. There are currently three programs in place at Meadow Lane Elementary School with the possibility of opening a fourth.

The district programs offer three and one-half hours of well-structured early childhood learning experiences. All of our teachers, Mrs. Kim Hunter, Mrs. Martie Ferguson, and Ms. Chris Castro, have extensive professional experience in early childhood developmental stages of learning and strategies for devising appropriate programs to meet individual student needs.

As parents, your support and involvement in the classroom is critical to enhance the quality of your child's learning experiences. In turn, your participation during these first years of your child's education will determine his/her long-term success.

Again, thank you for selecting our preschool programs for your child. If any questions arise, please do not hesitate to contact your child's teacher or me at your earliest convenience.

Sincerely,

Rita Mitchell,
Program Director

(Tear Off Here)

Yes, I have received a copy of the State Preschool Handbook and I agree to participate.

Parent signature Date

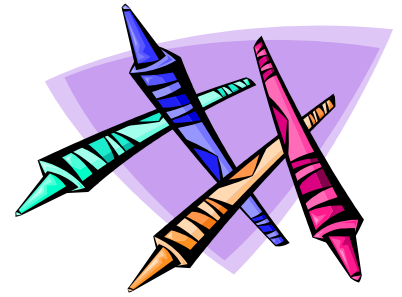
Print Childs Full Name _____

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The Cascade Union Elementary School District Child development Programs are operated on a non-discriminatory basis. Equal treatment and access is given without regard to race, sex, handicap, religion, or national origin or ancestry.

WELCOME TO
A WONDERFUL
YEAR IN STATE
PRESCHOOL FOR
YOU AND YOUR
CHILD



Your child is enrolled in:

Meadow Lane Elementary State Preschool, Room # _____

Preschool Address 2770 Balls Ferry Road, Anderson, CA. 96007

School Hours _____ Phone # _____

Teacher _____

Aide _____

Foster Grandparent (if appropriate) _____

Parent Advisory committee meetings are held on _____

_____ At _____

WELCOME TO YOUR CHILD'S FIRST DAY OF PRESCHOOL

You will come with your child to school so that he or she will have the chance to feel comfortable with his/her new teacher and other students.

You will attend for half of the regular preschool day on the first day. Your child's teacher will tell you which session you will attend.

Today and for the rest of the year:

- * Wear clothes to enjoy yourself
- * **Your child should wear play clothes (please be advised your child's clothing may become stained or dirty during preschool activities)**
- * You should both wear shoes (low heels) - NO Flip-flops! Sandals with straps ONLY!
- * Dress for the weather - if the weather is cold, or wet, **wear clothes to go outside!**

PURPOSE

The State Preschool Program is offered by the State Department of Education and sponsored by the Cascade Union Elementary School District. The purpose is to offer an enriched environment to benefit the child's intellectual, social, physical and emotional development. The dual focus of State Preschool Program is on children and parents:

- * Supporting the optimal development of each child
- * Increasing the parent's understanding and knowledge of child growth and development through active participation in the child's preschool experience

Research shows that quality preschool programs reduce the need for remedial classes in subsequent grade levels. During their prekindergarten years, children develop characteristics which will affect their lifelong ability to learn.

PHILOSOPHY OF THE STATE PRESCHOOL PROGRAM

The philosophy of the State Preschool Program is that by providing a quality Early Childhood Educational experience, we are creating an environment that nurtures and enables children to meet their maximum potential.

Quality Early Childhood Education is characterized by developmentally appropriate activities for children, parents and community involvement, respect for and sensitivity to the language, culture and special needs of the children and families being served, support services for children and families, and an effective and efficient administration. All teachers have met State Department of Education credential requirements and have specific training and experience in Early Childhood Education.

GOALS OF THE STATE PRESCHOOL PROGRAM

- * To support the optimal development of each child.
- * To increase the parent's understanding and knowledge of child growth and development.
- * To provide a wide range of appropriate experiences.
- * To develop each child's sense of self-worth.
- * To provide daily opportunities for development of good health.
- * To develop creativity and problem-solving and critical thinking skills.
- * To help children learn how to handle their own emotions and consider the feelings of others.
- * To provide program activities and services that meet the cultural, linguistic and other special needs of children and families being served.
- * To provide for family and community involvement as well as parent education.
- * To provide a physical environment that is safe and appropriate to the ages of the children being served.

ELIGIBILITY

- * Preschool age children (three to five years of age) which meet the income guidelines established by the State Department of Education. Families with the lowest per capita income have first priorities. Children need to be 3 years of age on or before September 1st.
- * Handicapped children are welcome if they meet the above eligibility requirements and if the program can provide for their special needs.
- * At the conclusion of the school year families will receive Notice of Action of Termination. There will be an option of re-enrollment the following year provided eligibility guidelines are met.
- *Income can be re-adjusted **one time** per school year IF a significant change.

Parents – we will need to call and verify employment if we do not have a current pay stub from your employer



PARENT RESPONSIBILITIES

- * When you bring your child to school, be sure to sign him/her in with your **full signature**.
- * When you pick up your child be sure to sign him/her out with your **full signature**.
- * When your child is ill and will not be in school, be sure to call the teacher at 530-378-7030.
- * Be sure to sign the sign-in sheet after your child is ill - put the reason (flu, fever, etc.).
- * Parent participation.
- *Parent **prompt** drop-off and pick-up.
- *When picking up a student the parent or person on contact list needs to be 18 years of age or older and have a picture identification with them, i.e. driver's license.



SIGN-IN, SIGN-OUT PROCEDURE

- * Each day when you take your child to the preschool, one of the staff will greet you. She must check and make sure your child is well. At this time, if you have any questions or special requests, this staff person should be able to help you. When the child is accepted, you will sign him/her in on the sign-in sheet. Please put down the correct time (actual time dropped off) and sign your whole name. Be sure to allow a few extra minutes for health checks and good-byes.
- * When you pick up your child at the end of the day, you will sign him/her out. Again, be sure to write down the correct time (actual time picked up) and sign your full name.
 - Preschool Entrance Gate will be unlocked **ONLY** between
 - 7:35 - 8:15 am
 - 11:15 - 11:45 am
 - 12:15 - 12:45 pm
 - 4:00 -4:30 pm
 -

*If you arrive on campus not at these times please check in at the office.

LATE ARRIVALS AND EARLY PICK UPS

If you arrive when the gate has been locked PLEASE come to the front office and check in, get a visitor badge and then walk your child to their classroom. If you come to pick up your child and the gates are locked PLEASE come to the front of the office and have your ID. The main office will check you in, give you a visitor badge and call your child's room to let the teacher know you are coming to pick up your student.

* No child will be released from the center to anyone other than those persons authorized by the parent in writing on the emergency form. These persons must be 18 years old and have picture identification with them, i.e. driver's license.

* Be sure to check your child's cubby for messages, possessions and valuable art work.

* **One hour after class has ended, if the parent or an authorized adult cannot be reached, Child Family Services will be called.**

KEEP YOUR CHILD AT HOME IF HE/SHE HAS:

- * Sneezing, nose drainage or cough
- * Children should be fever free for 24 hours before returning to school
- * Vomiting - should be free of vomiting for 24 hours before returning to school
- * Diarrhea – should be free of diarrhea for 24 hours before returning to school
- * Skin rashes
- * Weepy, watery or crusted eyes
- * Fever (children should be fever-free for 24 hours before returning to school)
- * Contagious diseases
- * If the child appears droopy, tired and has no energy
- * Head lice – nit and bug free

Your child will be checked upon arrival to see if he/she is well enough to participate. Please remain with your child during this health check. You are expected to promptly pick up a child who becomes ill at the center.



ILLNESS

Only children who are well may attend the school. If a child becomes ill during the day, the parent will be called. The parent will be expected to pick up the child immediately or send an adult whose name is on the emergency card and have picture identification with them, i.e. driver's license.

A child attending will be considered well and will be expected to participate fully in the program, both indoors and out.



MEDICINE

Children will be given medicine only when accompanied by special direction in writing, signed by the child's doctor and parent. You may get the appropriate form from your child's teacher. Any medicines given must be for that child and in the original container.



EMERGENCY FORM

Be sure to keep your emergency form up to date. This form gives us permission to obtain medical care in case of an accident. It also permits us to release your child to a friend or relative in an emergency or in case you are detained. There should be three local telephone numbers of people who could come for your child if needed. When you change addresses or telephone numbers, and when your friends do, be sure to make the necessary changes on the emergency form.

GENERAL INFORMATION

PARENT/TEACHER CONFERENCE - Conferences take place at least two times per year, usually after fall and spring testing. You may request a conference with your child's teacher at any time.

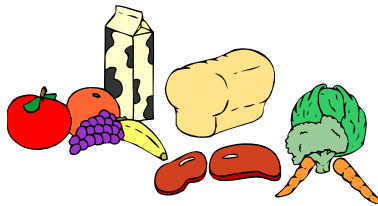
HEALTH CHECKS - Please wait with your child when you arrive at school until the teacher can greet both of you and do the morning health check.

LESSON PLANS - The daily lesson plans are posted in your child's classroom for your review. Please check them occasionally so that you can reinforce what your child is learning in school at home.



NUTRITION - Your child will be offered both breakfast and lunch. The meals served are in compliance with the Federal Child Care Food Program. We must have a physician's statement on file if your child is not able to eat the foods served.

Per Federal Regulations the food we serve cannot be taken out of the classroom!



SPECIAL NEEDS - If your child should have special needs, please share your concerns with your child's teacher. We are fortunate to be able to make referrals to the Shasta County Office of Education: Nurses, Speech and Language Specialists and School Psychologist.

MULTI-CULTURAL EXPERIENCES - You are encouraged to share any special traditions from your child's family background with your child's class.

OPEN DOOR POLICY - The State Preschool Program encourages you to drop in at any time to observe your child. In addition to your regular classroom work day please feel free to visit any time.

PARENT PARTICIPATION - Your participation in your child's classroom and preschool experience is what makes this program work. **Participation is appreciated per state guidelines. A minimum of one day per month of parent participation in the classroom is appreciated for your child to be enrolled in the State Preschool Program.** Your child, your child's teacher and the rest of the children count on you being there on your classroom work day.

Your workday is a special day for you and your preschooler. Try to make other arrangements for younger brothers or sisters.

FIELD TRIPS - Your child may occasionally participate in field trips. The teacher will give advance notice. Parents need to complete the Megan Law Form in main office before working in classrooms or field trips begin. You will be asked to transport your own child and stay for the field trip.

****MUST SIGN IN and OUT your student**

EXCUSED ABSENCES

Illness or quarantine of the child.

- * Illness must be specifically stated, i.e., cold, flu, fever, cough.

Illness or quarantine of the parent.

- * Illness must be specifically stated, i.e., cold, flu, fever, cough or parent may state "personal."

Court ordered visitation.

Family emergency.

Parents must clearly state the reason for the absence. Absences of this type would include but not be limited to:

- * Death or illness of family member
- * Death of a personal friend
- * Any accident involving the person or property of a family member
- * Court appearance, consultation with attorney or restraint by law enforcement by any family member
- * Counseling appointments of any family member
- * Having to enter shelter housing
- * Lack of financial resources, i.e., having to meet with eligibility counselor, acquire check or secure food or housing

Best interest of the child. These absences are not to exceed ten days per year except for those families specifically identified by the State Department of Education.

Parents must clearly state the reason for the absence. Absences of this type would include but not be limited to:

- * Non-court ordered visitation with relatives
- * Vacations
- * Special enrichment opportunities, i.e., trip to a museum
- * Extra curricular activities such as scouts, 4H or Camp Fire
- * Parent is given a day off by the employer and decides to spend it with the child
- * Religious reasons

Absence excuses must be signed by parent or child care provider. A full signature is required.

TERMINATION POLICY

A family may be dropped from the State Preschool Program for the following reasons:

*Non-attendance

*Excessive unexcused absences

*The parent knowingly gives false or inaccurate information

**Forms are available at: CUESD District Office, 1645 Mill Street, Anderson, Ca. 96007

CONFIDENTIALITY STATEMENT

The use or disclosure of financial or other information maintained in the family’s file will be limited to purposes directly connected with the administration of the Cascade Union Elementary School District. No other use of this information may be made without the parent’s prior written consent. Parents of children enrolled in the program shall have access to all information contained in the family file.

The State Preschool Program does not provide religious instruction or worship.

The Cascade Union Elementary School District welcomes any questions or comments regarding these policies. Please feel free to call us at 378-7030 or 378-7000, or write:

**Cascade Union Elementary School District
Early Childhood Services Dept.
Attn: Rita Mitchell, Meadow Lane Elementary Principal
Preschool Program Director
1645 West Mill Street
Anderson, Ca. 96007**

SOCIAL/FAMILY SERVICES IN SHASTA COUNTY

CHILD CARE ASSISTANCE

Child Care Referral & Education
3200 Adams Lane
Redding, CA 96002
(530) 224-3200

CHILD Family SERVICES (CFS)

Shasta County Dept. of Social Services
1313 Yuba Street
Redding, CA 96001
(530) 225-5650 Information
(530) 225-5144 Reporting

EMPLOYMENT

Employment Development Department
1325 Pine St.
Redding, CA 96001
(530) 225-2180

FAMILY COUNSELING

Family Services Agency
1724 West Street
Redding, CA 96001
(530) 243-2024

LICENSING

Community Care Licensing
Department of Social Services
520 Cohasset Road, Suite 6
Chico, CA 95926
(530) 895-5033

MENTAL HEALTH

Shasta County Mental Health
2640 Breslauer Way
Redding, CA 96001
(530) 225-5200

PUBLIC HEALTH

Shasta County Department of Public Health
2650 Breslauer Way
Redding, CA 96001
(530) 225-5591

WELFARE

Shasta County Welfare Department
2460 Breslauer Way
Redding, CA 96001
(530) 225-5767

WOMEN/INFANT & CHILDREN (WIC)

Shasta County WIC Program
1670 Market Street, Suite 248
Redding, CA 96001
(530) 225-5168

HELP LINE

(530) 225-5252 or 1 (800) 821-5252 Eastern

PARENTS ANONYMOUS

(530) 244-0961