

Shanél Valley State Preschool

PARENT HANDBOOK



2023-2024
SCHOOL YEAR

Visit our website www.shanelvalleyacademy.com/preschool for more information.

Shanél Valley State Preschool 2023-2024

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School Holidays/Events 2023/24				
Jul 3/4, 2023 – Independence Day	Sept 22, 2023 – California Indian Days	Nov 23/24, 2023 – Thanksgiving Day (Obs.)	Feb 19, 2024 – Presidents' Day	May 30, 2023 – Learning Night
Jul 5 - Aug 4, 2023 – Summer Program	Oct 9, 2023 – Indigenous Peoples' Day	Dec 21, 2023 – Winter Sing	Mar 7, 2024 – Learning Night	June 5, 2023 – End of Year Celebration
Aug 14-22, 2023 – Teacher Work Day	Oct 31, 2023 – Fall School Parade	Dec 22, 2023 – Jan 5, 2024 – Winter Br.	Mar 25-29, 2024 – Spring Break	June 6, 2023 – Last Day of School
Aug 23, 2023 – First Day of School	Nov 1, 2023 – Teacher Work Day	Dec 25, 2023 – Christmas Day (Obs.)	Mar 29, 2024 – Good Friday (obs.)	June 7, 2023 – Teacher Work Day
Sep 4, 2023 – Labor Day	Nov 10, 2023 – Veterans Day	Jan 1, 2024 – New Year's Day (Obs.)	April 19, 2024 – Teacher Work Day	Jun 10-28, 2023 – Summer Break
Sept 15, 2023 – HBPI Tribal Day Celebration	Nov 16, 2023 – Learning Night	Jan 15, 2024 – Martin Luther King Day	May 6-10, 2024 – Parent Conferences	
Sept 18-21, 2023 – Parent Conferences	Nov 20-24, 2023 – Fall Break	Feb 16, 2024 – Teacher Work Day	May 24/27, 2024 – Memorial Day	

■ School-Wide Holiday/Break
 ■ Teacher Work Day - No School For Students
 ■ Event
 ■ Summer / No School

Introduction

The Shanél Valley State Preschool is a half-day preschool that focuses on the development of the whole child. It is part of the Mendocino County State Preschool Consortium funded by the California State Department of Education Early Learning and Care Division (CDE/ELCD) and is administered by the Mendocino County Office of Education. The program provides subsidized part-day services for eligible three and four year olds with developmentally, culturally, and linguistically appropriate curriculum. The program also provides meals and snacks to children, parent education, referrals to health and social services for families, and staff development opportunities and ongoing training to employees.

Our Philosophy-Mission and Vision

The mission of our program is to provide a safe, caring and inclusive learning environment that fosters the development of the whole child. We believe that young children learn social, emotional, cognitive, fine and gross motor skills through their interactions with each other, through exploration and discovery, and play based learning. Our educators are the facilitators of learning, the children take ownership and lead their learning. We thrive to teach our students to be great citizens, academic achievers, and effective communicators. Our goal is to prepare the whole child to take on the academic rigors of elementary school and beyond.

Non-Discrimination Policy

Shanél Valley State Preschool is available to all who qualify and does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which children are served. The program welcomes children with disabilities, understands the requirements of the American with Disabilities Act (ADA), makes, and implements reasonable accommodations for children with disabilities. State law prohibits any form of religious instruction or worship within the classroom or program.

Open Door Policy

Shanél Valley State Preschool maintains an open door policy. All parents who have a child enrolled in our preschool program may visit the classroom during normal hours of operation. We welcome parents to visit and participate in daily activities at any time. If a parent or guardian would like to volunteer in the classroom, they must fill out a Volunteer Application (available in the preschool office) and follow requirements set forth in this document. Parents have the right to view their children's records.

Admission and Enrollment

To enroll in CSPP, families must meet need and eligibility requirements. The need and eligibility requirements are dictated by the Funding Terms and Conditions by the California State Department of Education. Please be aware, your eligibility for services will be determined by your family size and family income.

Admission is not given on a first come, first served basis.

A three-year-old child is defined as a child who turns 3 on or before December 1st of the current program year. A four-year-old child is defined as a child who turns 4 on or before December 1st of the current program year. Enrollment is determined by admission priorities set by CDE/ELCD.

This program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability.

Personnel

Your Preschool Staff bring a unique set of experiences, education and skills to the classroom. The minimum standard a Site Supervisor must qualify for or hold is a Child Development Permit issued from the California Commission on Teacher Credentialing. All staff have completed Fingerprint Criminal Record Clearance, Child Abuse Index Clearance and are in good health. Staff are encouraged to continue pursuing training and college coursework to keep current with the latest in research and practices. All staff bios are available on www.shanelvalleyacademy.com/preschool

Confidentiality

Staff respect the privacy of the children and parents and will refrain from discussing any confidential information about enrolled families, children and/or other staff members and volunteers.

The use or disclosure of all information pertaining to your child is restricted to purposes directly connected with the administration of the program. A review of the family data file by the child's parents or parent's authorized representative will be permitted upon request and at reasonable times and places. Access to this information is limited to the Site Supervisors, Program Directors, Department of Social Services, the Health Department or local police authorities in the event of suspected child abuse or neglect.

Standards of Conduct

All staff, contractors, consultants, parents and volunteers abide by the Standards of Conduct and agree to:

- Respect and promote the unique identity of each child and family and refrain from stereotyping anyone on the basis of gender, race, ethnicity, culture, religion or disability.
- Follow program confidentiality and record-keeping systems concerning personal, health, and other private information about children, families and other staff, consultants and volunteers.
- Always assure that children under their care are supervised at all times.
- Use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, humiliation or forms of discipline that involve isolation.
- Provide a comfortable, safe, interactive environment to support a child's healthy, social and emotional development.

Program Information

Calendar

Our preschools follow the school year calendar of Shanél Valley Academy, which is included in the beginning of this handbook. Occasionally, the preschool will close for Staff Development Days which is noted on the Shanél Valley State Preschool calendar. This is a time when your teachers are learning new things to bring to the classroom.

Daily Schedule

The program supports a child's development by incorporating routines and transitions in a daily schedule that occurs in a timely, predictable and unhurried manner. This routine provides a balanced daily program of child-initiated and adult directed activities including small-group, large-group and individual activities. The daily routine helps your child feel secure, independent, and able to easily and confidently move from one activity to another as well as develop and use predicting skills. A typical day might consist of:

- Group activities
- Clean-up
- Story/music time
- Free choice activities/center time
- Rest time
- Nutrition Discussions
- Outdoor time/gross motor play
- Morning meetings/circle time
- Sand/water play

This schedule is flexible and is used as a guideline for the day's activities. Our primary goals are to meet the individual needs of the children. Please look for the daily schedule posted in the classroom.

Parent Communication

We value our partnership with each of our families and encourage clear, kind, and direct communication.

ParentSquare: All staff members have ParentSquare accounts and will make their best effort to respond to parent inquiries within 48 hours. Because we spend most of the school day with students, this is the best method of contact if you have general questions about your child or the program. Notifications for upcoming events, School wide information, and other important announcements might occur through this online platform.

Bulletin Board: Our classroom has a bulletin board located outside of the classroom with important information posted. Families are encouraged to engage with posted announcements like upcoming Parent Advisory meetings, Board Meetings, and school closures.

Emergencies: Our priority during an emergency is to keep our campus safe. Here is what will happen in the event of an emergency:

- We will share information with families via phone call or text blast via ParentSquare.

Please make sure your updated contact information is in our system. If there is an incident on or near our campus, please stay at home and wait for instructions from our Site Supervisor, Principal or designee. We need the public to stay away while we secure our campus and account for all students. When it is safe to come to the school, you will be contacted.

- After an emergency incident, we may need to change the way we dismiss students. You may be asked to present a photo ID. Please wait for instructions from School Leaders before coming to campus.

Arrival and Departure

Program hours are from 8:00am to 11:30 am unless a student is participating in before/after Extended Care (see additional requirements).

Drop-Off/Pickup Procedures: We require all families to park in the east dirt parking area and walk students safely across the loop driveway. Upon arrival, a staff member will greet your child and assist your child with arrival procedures, including signing in your child each day using your full legal signature and time of day.

When parking, please be mindful to avoid blocking the driveways of any neighbors. Please do not park in front of the school, this is a fire lane.

Pickup/ Sign Out

Every child must be signed in and out on each day of attendance. It is a state regulation that you sign your full name on this sheet. Please note that your child may only be signed in and out by someone over the age of 18 years.

Remember that a child will only be released to a parent or other adult listed on the emergency contact form completed at registration. If you wish an unlisted adult to pick up your child, we must have written permission, or you must tell us yourself directly before we can release your child. The adult picking up your child will be required to show photo identification.

Please bring your child on time and pick up your child on time. A late fee will be assessed if you are late in picking up your child.

Before/Extended Care

Before and Extended Care will be available to all families who enroll. Before care will begin at 7:30am, no earlier. After care will be available until 5:30pm daily. If you choose to enroll in this program, a separate application must be processed for each family. See the Shanél Valley State Preschool Before/Extended Care Parent Handbook.

Late Pick-up Policy

We ask you to be on time when bringing and picking up your child. When late, your child misses learning opportunities that are essential for his/her growth and development. We realized that emergencies and unusual circumstances occur which may prevent you from dropping off or picking up your child at the appropriate time.

Because we know that unexpected circumstances may arise, it is required that you have at least one alternate person that can pick up your child at the end of his/her day. If your child has not been picked up by the end of his/her day, and no parent contact has been received, the following steps will be taken:

1. Persons on the emergency contact list will be contacted in order to locate someone to pick up your child immediately. It is essential that the parent/legal guardian advise the Pacoima Charter State Preschool staff of any changes and keep the emergency contact information current at all times.
2. If the teacher is unable to locate someone, s/he will contact the administration office, and a staff member will advise and assist the teacher in making arrangements to have your child picked up.
3. If circumstances arise that keep you from being able to drop off or pick up your child on time, on a regular basis, please speak with your child's teacher or the site supervisor.
4. Children left after closing, and with no contact from parents or emergency contacts, are considered abandoned. After reasonable attempts to locate and authorized adult to pick up the child, the teacher will call authorities to report and abandoned child.

If an emergency arises and you are unable to pick up your child, you should call the center immediately and let a staff member know your situation at (707) 744-1487 ext. 140

To Bring or Not to Bring

We ask that children do not bring toys or other items from home. We have toys for everyone at school. Toys are difficult to keep track of at school and often cause conflict or become lost or broken. School toys stay at school: if they find their way to your home, please return them.

Dress Your Child For Success

Your child will be participating in a variety of potentially messy activities. They will be digging in the dirt and sand, engaging in water play, or even exploring and discovering their creativity! Although smocks are worn, they do not always protect clothing from damage. Please dress your child in comfortable play clothes that you will not be concerned about if they become soiled or stained. **Bring a complete change of clothing for your child.**

Trike riding, sliding, climbing and running are popular activities. Shoes that fasten (buckle, tie or Velcro) and rubber soled shoes are preferred as they provide more stable footing for your child. Flip flops and cowboy boots tend to be slippery and are not

recommended for active play. Sandals or flip flops are uncomfortable and inconvenient when playing in the pea gravel, wood chips or sand.

We will go outside daily. We encourage you to also send a sweater or light jacket because the temperature varyvaries throughout the day. Please label all clothing with your child's name. Children should not wear jewelry or other items that may present a safety risk. Please ensure all valuables are kept at home and not with the child.

Food and Nutrition Program

The food and nutrition program is an important part of the preschool program. The menus are posted in our online platform, Myschoolmenus.com under Shanél Valley Academy. Mealtime can be a valuable learning experience. During meals, children are encouraged, but never forced, to try different kinds of food. Meals are intended to be a pleasant sharing time where conversation is encouraged. Mealtime is a time to:

- Build language patterns
- Discuss where food comes from
- Encourage children to try new foods
- Promote mathematical concepts
- Promote social interactions
- Model acceptable eating behavior

If your child has a special food need or food allergy or diet restriction, please let the staff know. A medical statement documenting the allergy with a list of alternative foods will need to be completed by your doctor, physician's assistant or family nurse practitioner in order for substitutions to be made to the menu.

USDA Food and Nutrition Service Non-Discrimination Statement

Shanél Valley State Preschool is available to all who qualify and does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which children are served. The program welcomes children with disabilities, understands the requirements of the American with Disabilities Act (ADA), makes, and implements reasonable accommodations for children with disabilities. State law prohibits any form of religious instruction or worship within the classroom or program.

Shanél Valley State Preschool participates in the National School Lunch Program, School Breakfast Program. Shanél Valley State Preschool will provide nutritionally adequate meals each school day for students. The Shanél Valley Academy Charter School maintains a School Wellness Policy pursuant to state and federal requirements, and Shanél Valley State Preschool abides by this established Wellness Policy. A copy of the complete Wellness Policy is available at the main School office and online.

Holidays and Celebrations

We keep celebrations “low key” to avoid overly exciting the children. When celebrating holidays, we strive to acknowledge all cultures and ethnic groups. We plan a curriculum which does not reflect a bias toward any one group or orientation. Please let us know if you have any activities or celebrations that you do not wish your child to participate in.

We recognize birthdays as a special day for each child. If you wish to bring a treat, please speak with your child’s teacher to make arrangements. We encourage you to provide a nutritious, low sugar snack which will be a healthy treat for all the children. Staff can provide you with recipes or ideas. ***Our preschool refrains from religious instruction or worship.***

Field Trips

Field trips are considered enrichment activities that cannot be provided within the parameters of the regular daily program. Field trips to locations off campus will require permission slips to be completed and turned in to the Site Supervisor. There will be an adult to child ratio of 1 adult to 8 children. When necessary, lower ratios will be determined by the site supervisor based on the nature of the planned activity. Children determined to need individual attention, may be required to be accompanied by a parent/guardian on field trips. At least one week of advance notice will be given.

Program Philosophy

We believe that a high quality early childhood program provides a safe and nurturing environment that promotes the physical, social, emotional, cognitive and creative development of young children while responding to the needs of families and our community. We maintain an open-door policy where parents have the right to enter the preschool at any time during operating hours.

We believe that every child has a right to:

- Have a feeling of success, well-being, self-confidence and self-esteem
- Develop emotional health and social responsibility
- Preserve their natural curiosity about the world
- Develop problem-solving skills
- Learn to be creative
- Have every opportunity for physical growth and healthful living
- Develop knowledge of and respect for the variety of cultures in our community
- Have a background of experience which will form a readiness for and love of learning in all curriculum areas:
 - Social-Emotional Development, Language and Literacy, English Language Development, Mathematics/Science, Physical Development/Health, History/Social Science and Visual and Performing Arts.

We believe that families have the right to:

- Increase their knowledge of how children grow and develop
- Learn how to help their families attain and maintain good health
- Learn how to assist in their children’s learning
- Learn about their own capabilities in the family and in society

To ensure a high quality program, we offer a well-planned, developmentally appropriate curriculum. We recognize and affirm each child's need to grow and develop at his/her own pace. One of the most important aspects of a positive early education experience is the recognition of each child in the program as a unique individual. Appropriately supporting young children in the preschool environment includes accepting and being responsive to differing abilities and interests.

Play

Play is an essential part of healthy development for children. Teachers support children's play by helping them create imaginary situations, providing props and expanding possible play roles. When children use objects to represent other objects in play (using a block as a telephone), they set the stage for abstract thought. Once representational abilities have been developed through play, a child is able to use these abilities to develop reading and writing.

Play is critical for children's development. Research offers clear evidence that play contributes to development, including problem solving skills, increased vocabulary, social-emotional development, literacy, math and cognitive development. Emotional self-regulation can be developed through play when children take turns, regulate one another's behavior, and learn to cooperate. Positive effects of play can be found in children's physical development, including muscle development, coordination, and obesity prevention.

Diversity Philosophy

"The program encourages respect for the feelings and rights of others, supporting and respecting the gender, ethnicity, home language, culture, and family composition of each child in ways that support the child's health and well-being." (Program Quality Standards, California Department of Education)

Preschool teachers consciously practice and model recognition, acceptance and respect for differences and similarities in oneself and others; continually self-educate about diversity issues; engage parents in dialogue about bias and culture; and develop a curriculum that is integrated, inclusive and reflective of the daily lives of children incorporating the child's first language and culture. We believe that every child has a right to an education that is culturally relevant.

Parents are encouraged to share their culture and family practices in the on-going development of the program.

Guidance and Discipline Techniques

Our program provides a supportive environment in which children begin to learn and practice appropriate and acceptable behaviors as individuals and as a part of a group. We

believe in a positive approach to discipline. The classroom will have a consistent daily routine in which the children will be able to predict what they will be doing next. Clear and reasonable limits regarding acceptable behavior for indoor and outdoor play will be established. The preschool Site Supervisor is available to discuss guidance techniques with parents.

The goal of discipline is not to punish: it is to help children learn to accept responsibility for their actions. In guiding children to develop self-control, the staff gives special consideration to reinforcing each child's self-esteem through positive affirmation of his/her unique qualities.

In an environment that supports playing and interacting with others, the children will be encouraged to share, cooperate, problem solve and respect the property of others. Trust and positive self concept will develop when children are respected and their ideas are taken seriously.

Among the methods we may use with a child are:

- Positive redirection of unacceptable behavior toward acceptable behavior
- Problem solving and conflict resolution support
- Logical consequences
- Positive reinforcement for appropriate behavior
- Identify and communicate feelings and actions through use of "I" statements (Examples: I don't like it when..., I'm upset because...)
- Immediate intervention where a child may be hurt by another or by themselves

We recognize that children act out for different reasons. Our methods of discipline will vary from child to child. A child's developmental level will be a significant factor in determining the appropriate method of discipline. A child with an IEP (Individualized Education Plan) may have a specific discipline plan designed by a team of professionals. If a child's behavior has become harmful to him/herself or others, appropriate disciplinary steps will be used. This may be a verbal warning or removal of the child from the group until he/she is calm enough to return to group activities.

We will reserve the right to exclude individual children from school if they repeatedly inflict bodily harm on themselves or other people. In such cases parents will be asked to meet with staff to work out appropriate solutions. Parent/Teacher conferences and referrals are always available. We want to provide a safe and healthy environment for all children. We ask your help in working with your child to provide a safe preschool experience for everyone.

All staff are forbidden from using any form of corporal punishment. All parents shall refrain from using corporal punishment while on the preschool grounds.

Developmental Assessments and Screenings

Your child will be participating in assessments and screenings during the program year. This information will be shared with you at your Parent/Teacher conferences.

Assessments and screenings are used to help us plan curriculum to meet individual children's needs and to meet the needs of the group. It is an effective tool to determine your child's progress in gaining the skills needed to ensure future school success.

Within 60 days of enrollment your child will be assessed by preschool staff using the Desired Results Developmental Profile. A child attending for a full program year will receive a second assessment in the spring. Your input is essential in developing a comprehensive program for your child. Input may be on an informal basis or through your completion of an Ages and Stages assessment for your child. Staff may use various methods of gathering information to demonstrate your child's progress. Some examples are: examples of your child's artwork and writing, photographs or videos, observations and anecdotal notes.

Please let your preschool staff know if you have any special concerns regarding your child's needs. We are an inclusive program that will provide accommodations and individualization when appropriate. Preschool staff can assist parents in determining if a referral should be made to another agency.

Program Evaluation System

The State Preschool program is funded by the California Department of Education, Early Education and Support Division, which requires an annual evaluation of child care and development services with the Desired Results. The Desired Results system documents the progress made by children and families and serves to increase program quality standards.

The Desired Results system uses the following four tools to evaluate the program annually:

1. The Developmental Profile (DRDP-2015) is completed twice a year and assesses the developmental level of each child.
2. The Parent Survey is completed once a year, giving the program access to information about parents and their level of satisfaction with the program.
3. The Environmental Rating Scale measures the implementation of program quality standards once a year.
4. The Contract Monitoring Review document is used to ensure the program meets all state and federal requirements.

To provide a quality program that meets the needs of children, their parents and the community, each program is reviewed using the following interrelated seven dimensions:

1. Involvement
2. Governance and Administration
3. Funding
4. Standards, Assessments and Accountability
5. Staffing and Professional Development
6. Opportunity and Equal Educational Access
7. Teaching and Learning

Parent Involvement and Responsibilities

We recognize that parents are the first and most important teachers of their child. We strive to create an atmosphere of trust and mutual respect between parents and staff. Through ongoing, open two-way communication we hope to develop a partnership with parents in order to provide the best experience possible for your child. We welcome your insights and suggestions.

Parent Advisory Committee

Parent input into our program is vital. Ongoing, open communication enables us to work together to improve the program, adjust to changes and solve problems. Parents are invited to participate on the Parent Advisory Committee (PAC). This committee may address special events, fundraising, policies and procedures and parent education plans. The PAC provides an important link between school operations and families. The committee will meet at least twice each year and the meetings will be coordinated by the Site Supervisor. This committee functions in an advisory capacity to the Site Supervisor. All recommendations made are subject to final approval by the Site Supervisor and/or the Program Director.

Parent Education meetings may be held several times during the year on topics of interest to the parents. Parent meetings are an opportunity to learn about your child's development and a chance to discuss parenting strategies and their effectiveness. Guest speakers or family educational activities may be planned.

Please check the parent board for special notices or other information. A parent library and information on community resources are also available.

Parent/Teacher Conferences

Parent conferences are scheduled with staff at least twice per year. Teachers are also available by appointment throughout the year for additional conferences and discussions. Conferences are an opportunity for teachers to share information about the child's development as reflected in the Desired Results Developmental Profile, the teacher's anecdotal records and the child's portfolio. The parent and teachers will work together to jointly develop a plan to support your child's development.

Parents are encouraged to talk with teachers on a daily basis and to share special information that may affect the child. (for example: moving, divorce, new pet, late night, missed breakfast, etc.) This information will help the staff in meeting your child's needs.

Parent Volunteers

The application process requires applicants to have Megan's Law Website Clearance, FBI/DOJ fingerprint clearance and a health clearance. These requirements are to ensure the safety of our students and staff.

Volunteer Driver Requirement

Any parent or adult driver that is a volunteer driver for the school must have a current “Volunteer Driver Requirements and Agreement” form on file which includes the necessary documentation and meets all of the volunteer requirements listed above.

Parent Involvement

Parents are highly encouraged to participate regularly in the classroom or other activities. There are many ways a parent may be involved in the preschool program. You may be asked to read a story, assist with a project, work with a group of children or assist with preparation of materials or activities. You are welcome to share your talents or special skills such as music, cooking, gardening, or dancing.

Each preschool develops a plan for parent involvement that provides opportunities for parent participation. Parents and teachers work together in an effort to build trust, mutual understanding and an enriching preschool experience.

Policies and Procedures

Attendance

Our State guidelines require 98% attendance for each month in order for us to receive full funding for our program. We need to serve families who come to school regularly in order to maintain our program.

When your child is absent, please record the reason for the absence on the sign in sheet or absence form provided. According to State regulations, we must have a specific reason for your child’s absence. If your child has been ill, please write fever, sore throat, cough, or other specific reason; writing “sick” or “ill” is not acceptable. A phone call to the classroom to let your child’s teacher know she/he will not be there is always appreciated.

A child will receive an **excused absence** based on one of the following:

1. Illness or quarantine of the child, sibling or parent
2. Doctor, dentist or counseling appointment
3. Court ordered visitation (copy of court order must be on file)
4. Family emergency
5. Best Interest days, *not to exceed 10 days per school year*

A **family emergency** is a sudden situation that makes it difficult for the child to attend. Examples are: serious illness of a grandparent or family member, death in the family, impassable weather conditions, or unexpected transportation problems (up to two days).

Best Interest Days are days when the child does not attend, is not sick, but is doing something that is clearly in their best interest. Examples are: visits from a parent or grandparent, family vacation, religious holidays, etc. The state allows 10 Best Interest

Days per child, per school year.

Any reason a child is absent that is *not* listed above is **unexcused**. Best Interest Days become unexcused after the maximum allowable 10 days have been used.

When a child is absent for more than one week and the family has not been in communication with the center staff about the reason for the absence, the center staff will attempt to contact the family. Center staff will use the contact information on file, using a variety of communication methods, at least one of which will be in writing. In these communications, the center staff will inform the family that a failure to communicate with the center may result in termination of preschool services. **If there is no communication with the center staff for a total of 30 consecutive calendar days, the child will be disenrolled and a Notice of Action issued to the family.**

Note: Authority cited: Sections 8207 and 8231, Education Code. Reference: Sections 8207 and 8231, Education Code.

Health Policies

Each day, staff will do a quick, visual health check of your child for signs of illness. We all know that childhood illnesses are easily spread. This is one way we can all help to try to control the spread of disease. Staff will inform you of the process at your site.

If your child becomes ill at school, he/she will be isolated and you will be called to pick up your child. When you sign in, please be sure to write the phone number where you will be able to be reached. If we cannot reach you, we will call others listed on your child's emergency contact form.

Please keep your child at home if your child has:

1. Had a fever within the last 24 hours
2. Vomited within the past 12 hours
3. Had diarrhea
4. An unexplained skin rash
5. A contagious disease
6. A temporary inability to participate in all regularly scheduled activities
7. Had less than 24 hours since starting antibiotics
8. Prolonged coughing
9. Green mucus
10. An eye infection or discharge

It is in the best interest of the children and the staff that everyone helps to control and reduce the spread of illness in the center. Please call your preschool if your child comes down with a suspected or diagnosed contagious condition including but not limited to:

1. Head lice
2. Impetigo
3. Ringworm
4. Measles
5. Chicken pox

6. Strep throat
7. Scabies
8. Pink eye
9. Hepatitis

Parents will be notified when a contagious condition occurs.

Immunizations, Physical Examination & TB screening needed before starting preschool/childcare:

Ensuring the health and safety of all students is a top priority. Immunizations play a crucial role in achieving this goal by preventing the spread of contagious diseases and protecting the health of children. Therefore, prior to starting in preschool, it is mandatory for preschool-age children to meet the following immunization requirements:

- Physical Exam
- TB testing/screening
- Immunizations:
 - 18mo - 5 years of age : 3 Polio, 4 DTap, 3 Hep B, 1 Varicella
 - On or after 1st birthday: 1 Hib*, 1 MMR

Immunization & Health requirements for Center Staff and Volunteers:

- Influenza - Flu, annual or waiver
- Pertussis - Whooping cough
- Measles
- TB clearance
- Physical Exam

Accidents and Injuries

Accidents and injuries occur regularly in a child's life. Simple cuts, scrapes and other "owies" are treated by a wash in water, application of a Band-Aid (if appropriate), and lots of love. You will receive an "ouch report" at the end of the day to inform you of any minor injuries.

You will be notified immediately of injuries that require professional medical attention. If we are unable to reach you, we may transport your child to a medical care facility, while continuing attempts to contact you.

All staff members on site are CPR and First-Aid certified.

Prescription Medication/Allergies

Prescription medication can only be administered when the parent has filled out a medication authorization form indicating the time and the dosage of the medication to be given. The medication will not be administered unless it is in the original container (duplicate containers can be requested from the pharmacy for school use). Medication will be kept in a locked container.

Advise the preschool staff upon enrollment of any allergies your child may have, especially bee sting and food allergies. Our programs accept children who require the following incidental medical services (IMS): administering inhaled medications and Epi pen/Epi-pen Jr. We follow guidelines as outlined by your child's physician. Procedures and protocol for children requiring an IMS can be obtained from your site supervisor.

Emergency Safety Procedures

We are concerned about and monitor the safety of children and adults involved with program activities. The Shanél Valley State Preschool has developed safety procedures that ensures the wellbeing of all people on campus. Safety procedures include:

- Staff and volunteers will closely supervise all children at all times.
- The preschool has posted evacuation plans for the children and adults and practice safety drills that are held monthly during the year. Parents should become familiar with the evacuation plans which can be inspected at the front Office of Shanél Valley Academy.
- Every child enrolled must have a current consent and emergency information sheet on file. It is very important that parents or guardians continually update the staff with any new phone numbers and new contact information. If an actual emergency occurs, you or the emergency contact will be informed of the situation as soon as possible.
- In the event of a serious accident, the staff will call 9-1-1 if necessary.

Personal Rights - Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- a) ~~(a)~~ Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- a) 1. ~~(1)~~ To be accorded dignity in his/her personal relationships with staff and other persons.
- 1.
2. ~~(2)~~ To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- 2.
3. ~~(3)~~ To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- 3.
4. ~~(4)~~ To be informed, and to have his/her authorized representative, if any,

informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.

- 4.
5. ~~(5)~~ — To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
- 5.
6. ~~(6)~~ — Not to be locked in any room, building, or facility premises by day or night.
~~(7)~~
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

A copy of the Personal Rights will be given to parents during enrollment and a signed confirmation by the parent/guardian will be turned in to be placed in the student's file.

Parent's Rights

AS A PARENT/AUTHORIZED REPRESENTATIVE, YOU HAVE A RIGHT

1. ~~1.~~ Enter and inspect the child care center without advance notice whenever children are in care.
- 1.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
- 2.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
- 3.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your Child.
- 4.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
- 5.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
- 6.
7. Be informed by the licensee, upon request, of the name and type of association to the childcare center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.

7.

8. Receive from the licensee the Caregiver Background Check Process form.
<http://www.cclcd.ca.gov>

A copy of the Parent's Rights will be given to parents during enrollment and a signed confirmation by the parent/guardian will be turned in to be placed in the student's file.

Transportation

The Shanél Valley State Preschool does not provide transportation of children. Parents/legal guardians are responsible for the transportation. Staff are not responsible for any communication or scheduling between parents and transportation service providers.

Photographs and Videos of Students

Staff, volunteers, or media outlets may take photos, audio recording or videos for professional learning purposes, school publications, displays, the website, news stories, or other such purposes. Students may appear in photographs, audio recording or video recording that may appear in print, online, radio or television. Students may also record video using tools to be shared internally with their classmates. If you object to having your student being recorded or photographed, please provide a letter notifying the school of your request via mail or email to preschooldirector@shanelvalleyacademy.com.

Child Abuse Reporting

California has developed strong laws for the protection of children. State Preschool staff are committed to developing supportive relationships with all parents, and value trust and open communication. Regulations governing professional staff responsibilities sometimes create situations in which staff may not be allowed to share information with parents. Because these regulations govern other professionals, we want parents to be fully informed about the law.

The California Penal Code (2:1.2.5, Article 11165) includes a Child Abuse Reporting Law that is important for all teachers, staff members, volunteers and parents to understand. All teachers, staff, volunteers, parents and program administrators fall into the category of Child Care Custodian.

The Law requires that any Child Care Custodian who suspects an incidence of child abuse must report the incident. The primary purpose of the reporting law is to protect the child. A report may lead to needed intervention that will ultimately help the family.

It is required that the report be made immediately or as soon as possible after discovery. The law also provides that: "Any person who fails to report an instance of child abuse which they know to exist or have reasonable suspicion to exist..., is guilty of a misdemeanor and is punishable by confinement in the County jail for a term not to exceed 6 months or by a fine of not more that \$500.00, or both."

The following types of abuse are required to be reported:

1. Physical injury
2. Sexual abuse including sexual assault and sexual exploitation
3. Willful cruelty or unjustifiable punishment
4. Corporal punishment or injury
5. Neglect
6. Any of the above types of abuse or neglect that occur in out-of-home care

If there is reasonable suspicion that abuse or neglect has occurred, a phone report to the appropriate agency will be made as soon as possible. The parent may or may not be informed that a report has been made based on: the nature of the suspected abuse, the advice of Child Protective Services or the police, staff input and/or the Program Supervisor's recommendation.

If a child protection agency worker or law enforcement officer is to come to the preschool to interview the child, the Site Supervisor or other staff member will remain on site until the interview and follow-up actions have been completed.

Withdrawal or Suspension of Services

Parents needing to withdraw from the program should give the program 2 weeks notice or notify us as soon as possible.

Preschool services may be terminated by the Site Supervisor or Program Administrator for any of the following reasons:

1. The program is unable to meet the physical, social or emotional needs of your child.
2. Excessive tardiness or unexcused absences (see late pick-up policy)
3. Falsification of information or fraud
4. Failure to submit required documentation or information
5. Inappropriate adult behavior
6. Criminal conduct or theft of any kind
7. Carrying firearms or any other dangerous weapons on the premises
8. Use of alcohol or illegal drugs on the premises
9. Failure to meet program requirements or follow policies as outlined in the Parent Handbook

Parents will receive 2 weeks notice prior to termination of services. However, the administrative staff has the right to impose immediate termination if it is clearly in the best interests of the program and/or children.

Complaint and Grievance Procedures

We encourage parents to share their suggestions and concerns with the preschool staff as this provides a way for the program to better serve the children and families. Suggestions can be given to preschool staff verbally or can be submitted in writing. During the year we will send out a Parent Survey that will give you an opportunity for anonymous

feedback.

When a parent has a complaint or disagrees with an action, they should first go to the individual(s) involved to resolve the matter. If the matter is not resolved, the parent should talk with the Site Supervisor. If the matter still remains unresolved, contact the Program Administrator at the site.

Should a parent not resolve the issue with any of the above steps, a request to appeal the intended action may be filed with Mendocino County Office of Education (MCOE) Program Manager Kristin Hills at (707) 467-5168. Her mailing address is Mendocino County Office of Education, 2240 Old River Road, Ukiah, CA 95482.

Should a parent wish to appeal the decision made by the MCOE Program Manager, an appeal must be filed with the California Department of Education within 14 days of receipt of the written decision, in accordance with the guidelines on the back of the Notice of Action.

All preschool sites are licensed by California Department of Social Services, Community Care Licensing. As noted in both the Personal Rights (LIC 613A) and Parents Rights (LIC 995) forms given during the enrollment process, if fault is found in the operation of the facility/treatment of a child and that fault cannot be resolved with preschool staff, a complaint may be directed to: Community Care Licensing, 101 Golf Course Drive, Suite A-230, Rohnert Park, CA 94928. Phone: (707) 588-5026.

Uniform Complaint Policy

In accordance with Title 5 of the California Administrative Code Sections 4600 and following, this is notification that you have a right to file a written complaint in the event that you believe that the County Office is in violation of any state or federal laws. You also have the right to file a written complaint pursuant to these procedures if you believe there have been unlawful discrimination by the County Office regarding actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or age or on the basis of a person's association with a person or group with one or more of the actual or perceived characteristics. For full policy, please visit the MCOE website:

<http://www.mcoe.us/District/1355-Unititled.html>

How to Continue in the Program

Abide by all agency policies, procedures and program requirements. Provide notification of change of residence and/or phone numbers.

Mendocino County State Preschool Consortium Admission Agreement

- **Basic Services:** I have enrolled my child in the California State Preschool Program which provides a safe, healthy, and age-appropriate educational environment for preschool children 3.5 hours a day on the Charter School calendar.
- **Open Door Policy:** I understand that I have the right to visit and observe the preschool anytime my child is in the classroom.
- **Handbook Agreement:** I have received the Parent Handbook. I understand that when my child is accepted into the program, I am obligated to abide by the policies and procedures stated within the handbook including the following:
 - **Health Screening:** I understand that my child must have a well child examination (health screening) within 30 days of enrolling. I will provide the results of that exam to the preschool.
 - **Attendance:** I understand that attendance is very important to my child's preschool experience and to the funding of this program. I will make every effort to have my child at school each day. I understand the excused absence policy as outlined in the Parent Handbook.
 - **Best Interest Days:** I understand that my child may miss ten (10) days of school for any reason that their family determines is in the best interest of the child, and that are unexcused absences. After the 10 days are used, a family's service may be terminated after five (5) additional days of unexcused absences.
 - **Late Pick Up Policy:** I understand the late pick up policy as described in the Parent Handbook.
 - **Authorization for Picture/News Article:** I authorize the preschool to release pictures/videos of my child participating in the preschool program for news articles or other promotional uses.
 - **Authorization for Closed Facebook Group:** I authorize the preschool and/or other parents to post pictures and/or videos of my child participating in the preschool program to a closed Facebook Group, as part of an effort to build community. The only people who will be members will be current parents and staff. I understand that the group will be private, and no one who is not a member will be able to see posts.
 - **General Social Media Policy:** I will not post pictures/videos of children other than my own to any social media platform without explicit, written consent.
 - **Parent Participation:** I understand that my participation in the preschool program is an important part of the preschool program and is important to my child's education. I agree to cooperate with the preschool staff regarding my participation.
 - **Complaint/Appeal Procedure:** I received a copy of the Notice of Action with the appeal information on the back at the time of registration.
 - **Community Care Licensing:** I understand that Community Care Licensing (CCL) has the authority to interview children or staff without prior consent. CCL has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours.

In signing this agreement, and initialing above, I agree to the policies and procedures as outlined in the Parent Handbook, and the admission of: _____ to the preschool program.

Child's Name

Parent/Guardian Signature

Date

Shanél Valley State Preschool
Before/Extended Care

PARENT HANDBOOK



2023-2024
SCHOOL YEAR

Visit our website www.shanelvalleyacademy.com/preschool for more information.

Shanél Valley State Preschool Before/Extended Care Program Vision

Welcome to the Shanél Valley Preschool Before/Extended Care Program! The Shanél Valley Preschool Before/Extended Care Program will offer parents a structured, safe, caring, learning environment for their students aligned with State Preschool standards beyond the part day program hours.

This handbook aims to outline the program's policies, expectations, and essential information to ensure a seamless experience for both parents/guardians and children.

Program Overview

Our Before/Extended Care Program is an extension of our State Preschool, designed to offer extended care for your child outside of regular State Preschool hours. Our goal is to provide a supportive and engaging environment where children can continue to learn and play in a comfortable setting.

Hours of Operation

Students must be registered in order to attend.

- Before Care operates from 7:30 a.m. - 8:00 a.m.
- Extended Care operates from 11:30 a.m. - 5:30 p.m.
- There is no Before or After Care on days there are no students. This includes professional development days and holiday breaks (Winter Break, Fall Break, Spring Break, etc.)

Drop-Off/Pickup Procedures:

We require all families to park in the east dirt parking area and walk students safely across the loop driveway. Upon arrival, a staff member will greet your child and assist your child with arrival procedures, including signing in your child each day using your full legal signature and time of day.

When parking, please be mindful to avoid blocking the driveways of any neighbors. Please do not park in front of the school, this is a fire lane.

Pickup/ Sign Out

Every child must be signed in and out on each day of attendance. It is a state regulation that you sign your full name on this sheet. Please note that your child may only be signed in and out by someone over the age of 18 years.

Remember that a child will only be released to a parent or other adult listed on the emergency contact form completed at registration. If you wish an unlisted adult to pick up your child, we must have written permission, or you must tell us yourself directly before we can release your child. The adult picking up your child will be required to show photo identification.

Please bring your child on time and pick up your child on time. A late fee will be assessed if you are late in picking up your child.

Late Fees

Program starts at 7:30 am each day Monday - Friday and it ends each day by 5:30 pm. Children must be picked up by these times or a late fee will be charged. There is an additional late charge if pick up is more than 10 minutes beyond the scheduled time. Children enrolled in Extended Care must be picked up promptly by 5:30 p.m. After 5:30, you will be charged \$10 every ten minutes per child.

Payment Policy

Based on your family's income, family size and need for care, your child may qualify for State Funded programs. A separate contract through a subsidized provider will be created which will include your portion of the fees. If your child does not qualify for State Funded programs, a family fee will be assessed.

Payments are to be made by check or money orders only. Staff will not accept other forms of payment. Checks and money orders should be payable to: **Shanél Valley Academy** and please include your child's name in the memo field so the payment is applied to the correct account.. Payments are to be made in the classroom. Do not drop them off at the Shanél Valley Academy school office.

A school calendar is issued at the beginning of each school year listing holidays and other days that the school will be closed. The fees for our school year programs below are established on a yearly basis and are determined by program costs. The annual expense is then divided into ten equal payments. There is no reduction in fees for months with a relatively few number of school days, just as there is no increase in fees for months with a greater number of days.

Payments: For family fees, the first month's payment is due at the time of enrollment. This will secure a child's placement. Tuition payment is then due on the first of the month and is considered overdue after the 15th of the month. Students attending will be charged the monthly rate regardless of the number of days your child attends in that service period.

Additionally, students not withdrawn from the program will be charged the monthly fee regardless of attendance. (See Withdrawals below.)

Childcare Rate Increase

Our childcare rates will be reviewed on an annual basis. Any changes to the rates will be accompanied by a 30-day written notice per our enrollment agreement. Enrollment rates increases are specifically earmarked to cover program expenses.

Late Payment Fees: Payments will be considered late after the 5th day of each month. A "Late Fee" of \$10.00 will be assessed at the time of payment. The late fee must be paid before your child/(ren) can return to the program.

Fee Schedule

	Before Care (30 mins daily)	Extended Care (6 hours daily)	Total
Part Time Monthly Rate	NA	\$689	\$689
Full Time Monthly Rate	\$100	\$689	\$789

Part-time monthly, which shall only be used for the following: certified need for child care of less than 30 hours per week and that need occurs in every week of the month

Full-time monthly, which shall only be used for the following: A certified need for child care of 30 hours or more per week and that need occurs in every week of the month

Withdrawal

To withdraw your child from-the Before/Extended Day Program, a written 30-day notice is required. Please complete and submit a notice of withdrawal/change to the Lead Teacher.

Dismissal

The program reserves the right to dismiss a child from attendance for reasons related to health or behavior that disrupts the cooperative climate of the classroom.

Rights of the Licensing Agency

The Community Care Licensing Division of the California Department of Social Services (Section 101200) has the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any child(ren) or any staff member and for the examination of all records relating to the operation of the facility. The licensing agency has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

Rights of the Parent(s) or Authorized Representative(s)

Parents understand that children have rights and have received a copy of the personal Rights for (LIC 613A). Parent(s) understand that they have the right to visit and observe the school any time their child is in care and have received a copy of the Parents Rights form (LIC995). Parents understand that they have the right to call or write to the licensing agency if fault is found in the operation of the facility or treatment of their child.

Write or call:

Community Care Licensing
101 Golf Course Drive – Suite A230
Rohnert Park, CA 94928
(707) 588-5026

Shanél Valley State Preschool Before/Extended Care Program

Admission Agreement

I/WE hereby acknowledge that I/WE have read the Before/Extended Care Handbook. I/WE give my child permission to participate fully in the Shanél Valley Preschool Before/Extended Care Program. I/WE agree to comply with all the rules, regulations, and policies as set forth in this program.

In addition, I/WE agree to the financial obligation and terms of payment for this program and understand that all unpaid balances will result in late fees and/or possible termination from the program.

Child's/Children's name/s: _____

Parent/Guardian name (print): _____

Parent's/Guardian's signature: _____ Date: _____

Parent/Guardian name (print): _____

Parent's/Guardian's signature: _____ Date: _____

Director's signature: _____ Date: _____

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Photo Release

- Permission to use photos
- You may/may not use my child's photo in newsletters, on the website and on posters.

Parent/Guardian Signature _____

Date _____