

**Brittan State
Preschool
Parent
Handbook
2020-21**



Brittan State Preschool

This handbook was designed to assist families with understanding the requirements to participate in a State funded Part Day Center-Based program. We look forward to serving you!

Mission Statement

The mission of the Brittan School District State Preschool Program is to provide a safe, culturally diverse and inclusive program that is developmentally appropriate for young children. The Preschool program ensures that all children are provided learning opportunities to develop cognitive and social emotional skills needed for school readiness

Philosophy

The philosophy of the Brittan Preschool program is based on the belief that children deserve an equal opportunity to develop to their fullest potential. Children come to our preschool from varied backgrounds, at different levels of maturity, each with his/her own unique ability to give and receive. Those responsible for the program are challenged to create an environment that will foster the physical, mental, emotional, and social development of all children. In order to accomplish this, staff will:

- ♦ Provide the child with warmth and consistency; while at the same time encourage independence
- ♦ Support the child's progress in gaining knowledge, respect, and sensitivity to self and others
- ♦ Provide an environment, which allows the child to choose and become involved in various activities
- ♦ Provide a climate whereby the child can explore and develop an understanding of his/her emotions, while at the same time maintaining personal integrity
- ♦ Provide opportunities that will enhance the child's image of self as an individual and as a group member
- ♦ Provide an environment that encourages the child to use his/her senses to develop an understanding of his/her body and its relationship to other things and places
- ♦ Be responsive in individual preferences and support family values

Nondiscrimination

Brittan Preschool does not discriminate on the basis of sex, sexual orientation, gender, ethnicgroup identification, race, ancestry, national origin, religion, color, mental or physical disability, or discriminate against individuals with disabilities in determining which children are served. Brittan Preschool refrains from religious instruction or worship.

Program Hours and Days of Operation

Brittan State Preschool is a 9-month program, which operates in two sessions from 8:00 a.m.to 11p.m. and 12:00p.m.-3:00p.m. Monday -Friday with the exception of National Holidays. We will be following the Brittan Elementary School District Calendar of 180 operating days *Parents must pick up their child on time every day.*

Policies and Procedures

To attend Brittan Preschool your child must be 3 years old. If you would like your child to start in the month of August for the first day of school, he/she must be 3 years old before December 2nd 2020. If your child turns 3 after that date they can start attending school on the day of their 3rd birthday.

Required Documents:

- Birth records of all children in the home.
- Current immunization records
- Proof of all household income for the previous month

Income Documentation:

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

- Gross wages or salaries
- Overtime and tips
- Cash aid
- Child support payment received
- Copies of all pay receipts showing gross income earned
- Provide copies of the documentation of all non-wage income.
- Provide self-certification of any income for which no documentation is possible.
- A copy of the previous year's tax return

Family Size Documentation:

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 or Foster Care Records
- School or medical records
- County welfare department records

Immunizations:

According to the California Immunization Requirements for childcare, all children must be up-to-date on immunizations prior to entry. Immunization requirements are as



- Minimum of 3 IPV (polio vaccine) and 4 DTaP (Diphtheria, Pertussis, Tetanus). The last dose must have been after the 4th birthday. A child will be fully immunized for DTP with 5 doses and IPV with 4 doses, regardless of the age which the last dose was received.
- One MMR (measles, mumps, rubella) administered after the 1st birthday.
- Three doses of Hepatitis B immunization.
- One dose Varicella (chickenpox vaccine) or health care provider-documented Varicella disease or immunity.
- One dose of Hib (Haemophilus influenza).
- Current PPD (Mantoux), Tuberculin Skin Test and results.

Physical Exam:

According to Title 22 California State Licensing Requirements, a physical exam completed within the last 12 months must be presented within 30 days of entry into the program.

Tuberculosis (TB) Clearance:

According to Licensing Requirements, a TB Clearance completed within the last 12 months must be presented within 30 days of entry or prior to

Selecting Participants

When an opening is available, we contact families based on the following program admission priorities:

- Child protective services, or at-risk of abuse, neglect or exploitation
- Age eligible 4-year old children

Admission priority up to 85% of the State Median Income based on adjusted gross monthly income & family size.

- Age eligible 3-year old children:

Admission priority up to 85% of the State Median Income based on adjusted gross monthly income & family size. A three year old means- children that will have their 3rd birthday on or before December 1st or children that turn 3 on or after December 2nd can apply on their third birthday.

Admission Priorities

- First Priority: Child Protective Services (CPS) or at risk
- Second Priority: Income Eligible 4 year olds in ranking order
- Third Priority: Income Eligible 3 year olds in ranking order

Income Eligibility

| STATE PROGRAMS | | |
|------------------------|----------------------|---------------------|
| Effective July 1, 2020 | | |
| Family Size | Gross Monthly Income | Gross Annual Income |
| 1-2 | 5,540 | \$66,479 |
| 3 | 6,157 | \$73,885 |
| 4 | 7,069 | \$84,822 |
| 5 | 8,199 | \$98,393 |
| 6 | 9,330 | \$111,965 |
| 7 | 9,542 | \$114,509 |
| 8 | 9,755 | \$117,054 |
| 9 | 9,967 | \$119,598 |
| 10 | 10,179 | \$122,143 |
| 11 | 10,391 | \$124,687 |
| 12 | 10,603 | \$127,232 |

Families screened & selected for potential enrollment from the waiting list will be asked to complete and submit documentation to verify eligibility/need for services. The steps are as follows:

STEP 1:

Pick up a Pre-School Enrollment Packet Part I at:

Brittan School District
2340 Pepper Street
Sutter, CA 95982
(530) 822-5155

STEP 2: Complete Documentation

Complete forms, gather documents listed on the checklist for Part I (instructions are in the packet)

Schedule an appointment with our office by calling (530) 822-5155 once your documentation is complete.

STEP 3: Verify Eligibility

Attend in-person appointment at Brittan District Office located at 2340 Pepper Street Sutter, CA 95982

Please note that you will be turned away if your packet/information is not complete at the time of your appointment.

Safe School & Harassment Policy:

The following behaviors will not be tolerated and are prohibited at any of our facilities:

- Behavior which threatens the safety, welfare or morals of others
- Under the influence of and/or possession of alcohol, marijuana or drugs
- The possession of any weapon, look alike weapon (toy), or any object which ejects whether functional or not
- Behavior which would cause, attempt, threaten, or conspire to cause damage to personal or real property or person through arson, burglary, extortion, larceny (stealing), criminal mischief, battery (hitting people), assault (making a person fearful of hitting), harassment (threat to commit an illegal act), sexual harassment, sexual intimidation, hazing (actions intended to endanger or embarrass others.)
- Use of obscene and profane language.

Suspected Child Abuse:

Our staff are mandated reporters. The safety and well-being of your child always comes first. State law requires that staff report known or suspected instances of a child abuse to Child Protective Services or to local police officials. This abuse includes physical abuse, sexual abuse, emotional abuse or neglect. If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your child's Teacher or Family Advocate. There are resources available to help you, at no charge.

Health & Social Services:

Our goal is for families to know where to access community health and social services to meet their unique family needs. A Family Social Service Need Request & Referral form is completed at the time of enrollment and annually thereafter. This form helps to identify the needs of both the child & family, so that the child may be successful at home and school. Based on the results, staff provide parents with referrals to other agencies in the community. In addition, staff follow-up with parents to ensure their needs have been met. Brittan Preschool staff may also observe the classroom in order to make recommendations for student support. Each family brings a history of life experience and cultural heritage that is respected and valued within our Centers. Partnerships between families and the Center are essential to the growth and development of each individual child. Our efforts are continually directed towards identifying and improving upon the approaches and methods which will most contribute to the social, emotional, physical and intellectual development of each child.

Disenrollment Policy

When a family chooses to disenroll from the program, they are required to notify the program in writing at least 2 weeks in advance of the last day of attendance. Families will be issued a Notice of Action at least 19 days if mailed or 14-days if hand delivered prior to disenrollment from the program. The program may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

- Falsification or providing misleading information or inaccurate documentation.
- Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive.
- Non-compliance of the program policies.
- Abandoned program for 5 consecutive days without notice.
- Excessive unexcused Absences.
- Falsification of or refusal to sign attendance record.
- Misrepresentation of income and/or eligibility.
- Threatening, yelling, cussing or acting unethically towards any staff member. • Violation of the Safe School & Harassment policy.

Our office and child care facilities are alcohol, drug and weapon free zones.

Absence Policy

When a child is absent from regularly scheduled care at any time during the month the participant or staff member must record the absence type on the attendance record. Regular and consistent attendance is important. It allows the family to maximize the benefits of the child's early learning and care experience. A family may be disenrolled from the program if the child has "excessive" unexcused absences, and/or is not using child care services as certified.

Absence types are as follows:

Excused Absence

- Illness of child or parent/guardian, ailment, communicable disease, injury, hospitalization or quarantine
- Appointment of child or parent/guardian, which includes doctor, dentist, mental health, social service, welfare, education, special education services, counseling or therapy
- Court ordered visitation for time spent with a parent or relative as required by law. (Court order must be on file)
- Family emergency for unplanned situations of a temporary nature including court appearance, death, accident, hospitalization of a family member, no transportation or illness of sibling

Unexcused Absence

- Child did not feel like coming to school
- Parent or child overslept
- Any absence not falling in the excused absence category
- Absences exceeding 10 "best interest" day limit
- Abandoned care (No show or contact)

Best Interest Days (maximum of 10 days per program year)

- Parent determines that another activity is better for the child to attend, such as:
- Visiting relative or close friend
 - Vacation time with family
 - Child attending a party
 - Family moving
 - Religious observance, holiday or ceremony
 - Personal or family business

By making your child's attendance a priority, you will be taking an important step in supporting your child's school success, and setting a good example.

Behavior Policy

Rules and limits are set to keep the children safe and help them get along with other children and adults. Positive methods of guidance and re-direction is used with a big focus on social-emotional development to help children gain social skills that allow them to relate and communicate with others in a healthy way. Staff work to build a positive relationship with every child. Every effort will be made to handle discipline problems through redirection, problem solving, rearrangement of the environment, and staff - parent collaboration. Open communication with each other is key. Parent meetings may be requested and/or required by the staff along with possible behavior support plans or contracts that are based on the child's needs. All behavioral situations will be handled on an individual bases. Termination in services may result after all attempts to support the child have been made. Staff actively ensure that our environments are safe and no child will be left alone or unsupervised at any time. Supervision is everyone's responsibility, so in addition to our staff, parents must also use active supervision techniques to ensure safety.

Dress Policy

Clothing & Items from Home:

Your child will be very active during classroom activities and should dress in comfortable and washable clothes. Shoes must be worn at all times. All sandals must have ankle straps. Please send a change of clothes for your child in case of a spill or accident. Dress appropriate for outdoor weather. Clothing should be labeled to prevent loss. Please discuss your ideas for sharing home materials with your child's teacher ahead of time. Toy guns and knives are not allowed in the center. The center is not responsible for any lost or damaged personal items.

Disaster and Emergency Procedures:

Fire drills are held monthly within each classroom and evacuation drill are held quarterly. Each classroom is equipped with emergency and first aid kits. Staff members periodically attend refresher courses in first aid and maintain CPR certification. Parents are encouraged to read the established emergency procedures posted in the center.

Field Trip Policies:

Field trips have an educational purpose that are incorporated into the classroom activity. Plans prior to going on the trip as well as after the field trip occurs. Children are only allowed to participate in field trips with parent's consent and a field trip permission slip on file.

Nutrition Services:

Our goal is to ensure children have nutritious meals and snacks during their time in the program. Meals and snacks that are culturally and developmentally appropriate and meet the federal Child Care Food Program nutritional requirements. The Brittan School District participates in the National School Lunch Program administered by the USDA. A nutritious breakfast (AM program) or lunch (PM program) is served every day free of charge. Menus are posted in the classrooms and on the Brittan School District website. Food may not be taken from the center or shared with siblings. Meals from home will not be allowed to be brought to the center unless a there is a medical note from a doctor. Mealtime is a learning experience

for our children. It's a time for talking about color, taste, texture and the name of foods. It is an opportunity for practicing manners by watching adults and socializing with other children.

Candy, gum and soda are not allowed in the classroom! Healthy and nutritious food are also served at social celebrations.

If your child has any food allergies, or cannot eat certain foods for religious or personal reasons, please notify the teacher immediately

Education Program

Our goal is to ensure all children are making progress in the domains of physical, cognitive, language, and social - emotional development.

Our goal is to provide a program approach that is developmentally, linguistically and culturally appropriate.

We use a tool called the Desired Results Developmental Profile (DRDP) to assess the development of children

- Assessed within 60 days of enrollment & every 6 months
- Parent's input is a necessary component of this assessment
- Assessment outcomes are used to plan and conduct age and developmentally appropriate activities for children

Social/Emotional development is supported by:

- Building trust
- Planning routines and transitions so they can occur in a predictable and unhurried manner
- Help children develop emotional security and facility in social relationships

Cognitive & Language skills are supported by:

- Various strategies, including experimentation, inquiry, observation, play and exploration
- Providing opportunities for creative self-expression through activities such as art, music, movement and dialogue
- Promoting interaction and language use among children and between children and adults
- Supporting emerging literacy and numeracy development

Physical development is supported by:

- Promoting physical activity
- Providing sufficient time to move within the indoor and outdoor spaces
- Providing equipment, materials and guidelines for active play and movement

Our goal is for each of our classrooms to create a place for children to enjoy

Parent Access/Open Door Policy:

Our program has an open door policy that encourages parents to participate in the daily activities whenever possible and is based upon a partnership with the parents of the children enrolled. Parents, who wish to observe the classroom, must inform their child's teacher of the visit. Ideally, it would be best to arrange a day and time with the teacher to observe the class. Parents are encouraged to communicate with their child's teacher if they have any questions or concerns after class.

Health and Safety

Daily Health Screening & Exclusion

Medication:

In the event that your child needs to take medication, a staff member may only give it to your child if your doctor provides written instructions. If your child is taking prescribed medications that must be given during class, you and your doctor must complete and submit an authorization form to the school nurse first.

Medications must be in the original container with your child's name on the pharmacy label. Always give medications directly to the teacher and do not leave it in your child's bag. If your child requires an inhaled medication, the physician must fill out an authorization packet that must be reviewed and approved by the school nurse. In order to help prevent the spread of children's diseases, licensing requires that each child receive a daily health check upon arrival at the center. No child shall be accepted without contact between center staff and the person bringing the child to the center. The person bringing the child to the center must remain until the health check has been completed and the child is accepted.

Children will be excluded from the center and should stay home if:

1. Gastro-intestinal nausea, vomiting, diarrhea, abdominal pain within the last 24 hours
2. Throat and neck redness, spots, sore throat, infected tonsils, swollen glands, toothache
3. Eyes discharge and/or redness, infection
4. Skin rashes, spots, eruptions, etc. Has any possible symptoms of communicable disease. Please notify the school immediately if the child has a communicable disease, he/she must have clearance from a medical professional.
5. Hair lice/nits, infected areas on scalp
6. Nose and ears discharge with symptoms such as fever, coughing or other symptoms
7. Temperature fever over 100 degrees F within the last 24 hour
8. Immunizations are not up to date. This includes TB (good for 1 year) and Physical (good for 1 year).

Parent Involvement

Visiting Your Child's Preschool:

Parents are encouraged to participate in their child's early child education experience and are welcome at our center anytime. We are here to support your family.

- ♦ Parents/guardians have the right to unlimited access to their children.
- ♦ All visitors must check into the front office before going into the classroom.

Parent Participation:

Our preschool's philosophy is that parent participation is essential for the operation of a healthy, safe, and enriching program. Parent involvement is key to the success of our program. There are many opportunities available to parents/guardians in the program for growth, input, and learning. Parents/guardians are the most important people in a child's life. The program strives to include parents/guardians in all components of the program; therefore, there is a variety of ways for parents to become involved in their child's education. All parent volunteers must have the required immunizations and a current TB test.

Parent Conferences

Teachers meet individually with families at least two (2) times during the school year, once at the beginning of the year, the other at the end. Parent Teacher conferences may also be available at the request of the parent. These meetings are held to discuss the strengths of the child and keep the parent up to date on the many ways the child is growing and developing. The items discussed during these conferences include, but are not limited to:

- ♦ Goal Setting
- ♦ Child's Behavior
- ♦ Child's strengths and weaknesses
- ♦ Child's progress throughout the year
- ♦ Social, physical, and mental development
- ♦ Kindergarten Transition



Parent Advisory Committee

Parent Advisory Committee meetings will take place twice a year. These meetings will provide an opportunity for parents to provide input on the nature and operation of the program.

Classroom Information

Arrival and Departure:

Participation in our preschool program can be an exciting opportunity for your child. You are responsible to bring your child at the scheduled time, and pick them up at the scheduled time. Our responsibility is to ensure your child is safe and given the opportunity to learn. To assist us in ensuring their safety, please follow the procedures below:

- ♦ Sign your child in/out each day. The California State Licensing agency has access to the daily sign in sheets and requires your *full legal signature* with the time of day to be recorded each day your child attends.
- ♦ Children will only be released to someone over the age of 18, someone with proper authorization (on your emergency consent form), and/or someone with proper identification.

Children will never be released to:

- ♦ Anyone suspected of being under the influence of drugs or alcohol
- ♦ Anyone without proper identification
- ♦ Anyone that is legally restrained from contact with your child
- ♦ Anyone that is under the age of 18

Children become extremely worried and staff becomes concerned if you are late picking up your child. These are the steps we take when you are late and have not called us:

- ♦ We attempt to contact you by phone (home or cell).
- ♦ After a reasonable amount of time (15 minutes), we call your emergency contacts to see if they know where you are, or if they are able to pick up your child.

Based on the written procedure, if we are unable to locate you or your designated emergency contacts within 30 minutes, we will contact Law Enforcement. Law Enforcement will be called because we are concerned about your family and child's well-being.

Parents must:

- Ensure gate and door is closed and secured
- No Cell Phone policy when dropping off/picking-up your child. This can be distracting. Give your child your undivided attention.
- Ensure your child is signed in and out every day with your full legal signature and exact time.
- Hold your child's hand in the road and parking lot
- Encourage children to follow safety rules
- Report safety and supervision concerns to staff immediately

Daily Routine:

The daily routine is followed consistently enabling children to learn when scheduled activities take place. This allows children to transition from each activity with ease and knowledge of what to expect. Daily Schedule is subject to change due to special events/weather conditions.

Staff Development

Our goal is to implement a staff development program that adequately equips each staff member with the information necessary to carry out his or her assigned duties. Our program makes professional development of individuals working with children and families a priority. All teachers hold the appropriate child development permit and attend ongoing trainings related to child development.

Our goal is to implement an effective annual program self-evaluation process. The annual self-evaluation process includes:

- Assessment of the program by parents using the Desired Results Parent Survey
 - Assessment of the program by staff and stakeholders using the Program Monitoring Instrument, •Desired Results Developmental Profile, and Environmental Rating Scale tools
- Based on the results of the program self-evaluation, goals and action steps are developed and implemented.

Parent and Staff Rights

Confidentiality and Records

- ♦ Agency staff respects the privacy of every parent/guardian and child. Confidential information is not discussed in the presence of another parent/guardian, children, or staff. All confidential information is kept in a locked file.

State Universal Complaint Policy

The state pamphlet providing guidance for students; employees; parents and guardians; district and school advisory committee members; private school officials and other interested parties for filing a UCP complaint in their local educational agency will be located in the main office.

Staff Rights

To maintain an atmosphere that is conducive to the physical and emotional health and well-being of all, and to ensure the successful operation of the program parents agree to adhere to certain rules of conduct regarding interactions with staff. These include, but not limited to the following:

- ♦ Be treated and spoken to with respect
- ♦ Ensure parent compliance with policies and procedures agreed upon at enrollment without fear of being humiliated, intimidated, coerced, ridiculed, threatened, and/or physically mistreated
- ♦ Adhere to all rules regarding confidentiality
- ♦ Prohibited the participation of adults displaying disruptive behaviors
- ♦ Determine if children are well enough to attend school by observing and evaluating physical health and behavior. Individuals who fail to respect these "staff rights" risk suspension or dismissal from the program.

Complaints Regarding Program Staff:

Program staff work to ensure that you and your family have a positive experience in the program. If you have concerns that are not complaints of unlawful discrimination or alleged violations of laws/regulations and would like to make a complaint, please follow the escalation process, so that concerns can be addressed and resolved in the correct manner.

| | |
|---------|--|
| Level 1 | Complaint is brought to the attention of the Teacher |
| Level 2 | If complaint is not resolved by the Teacher, it is brought to the attention of the Director Staci Kaelin (530)822-5155 or stacik@brittan.k12.ca.us |
| Level 3 | If complaint is not resolved by the Director, it is brought to the attention of the Brittan School Board President or any of the Trustees |

Uniform Complaint Procedure: Complaints of unlawful discrimination and alleged violations of federal or state laws, or regulations governing educational programs may be addressed by filing a complaint using the Uniform Complaint Procedures. Procedures are mailed annually to parents or are available anytime by contacting our office. We strive to ensure you have a positive experience in our program.

Brittan State Preschool



2340 Pepper St. Sutter, CA 95982



Phone: (530)822-5155



Brittan State Preschool Handbook/Enrollment Agreement

Yes, I have read the Brittan State Preschool Handbook and agree to comply with the rules and regulations regarding attendance, health, clothing and other items specified within. I also understand that a copy of this agreement will be placed in my child's student file..

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____

Staci Kaelin
Superintendent/Principal

