

TEHAMA COUNTY DEPARTMENT OF EDUCATION
EARLY CHILDHOOD PROGRAMS

STATE PRESCHOOL



2022/2023

FAMILY HANDBOOK

Tehama County Department of Education

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Tehama County Board of Education

Betty Brown, President- Elizabeth Gonzalez- Carolyn Steffan- Pam Begrin- Tracy Hopper

Revised July, 2022

Funded through the California Department of Education, Early Education Division

Welcome to the Early Childhood Programs Department of Tehama County Department of Education

In this Department we offer Full-Day and Part-Day programs through the California State Preschool Programs (CSPP), as well as a Family Child Care Home Education Network (FCCHEN). We provide age-appropriate programs which are safe, fun, and designed to support children's growth throughout early childhood.

This handbook provides an outline of our programs. We look forward to a positive and productive relationship where we are able to work in partnership to support you and your child/children.

We hope you enjoy your experience with us!

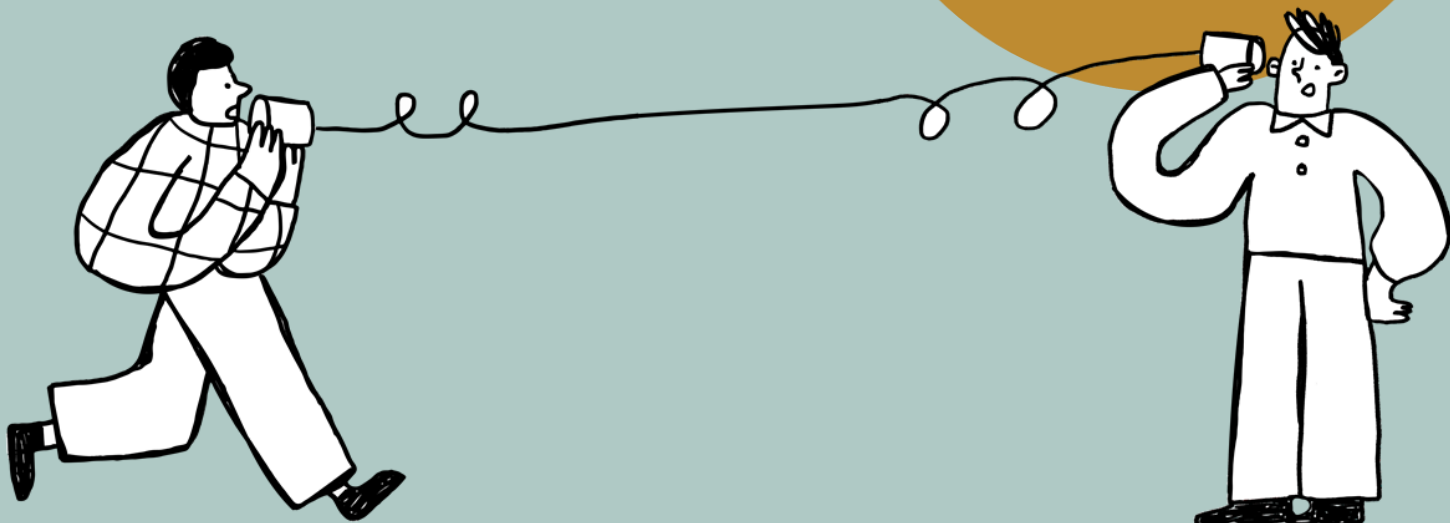
Alyssa McCombs, MA

Program Director
Early Childhood Programs
(530)-528-7319

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.

Families receive the procedures at the time of enrollment and are available anytime by contacting our office at (530) 528-7324.





Program Design | 4

- Mission
- Locations
- Days and Hours of Operation
- Open Door Policy
- Group Sizes
- Abstain from Religious Instruction
- Confidentiality
- Equal Access/Non-Discrimination
- Education Team
- Instructional Materials

Program Philosophy, Goals and Objectives | 9

- Philosophy
- Program Goals
- Parent Education and Involvement
- Health and Social Services
- Nutrition Services
- Vision/Hearing Screening
- Education Program
- Environment
- Program Self-Evaluation Process

Selection and Enrollment Process | 16

- Waiting List
- Admission Priorities
- Steps for Enrollment
- Emergency Form
- Sign-in/Sign-out Procedures



General Policies | 19

- Code of Ethical Conduct
- Safe School and Harassment Policy
- Suspected Child Abuse
- Pesticide Notification
- Disaster/Evacuation Procedures
- Photo Consent
- Clothing and Items from home
- Child Supervision
- Child Guidance Policy
- Health Policy
- Illness Policy
- Daily Health Screening
- Americans with Disabilities Act
- Field Trips
- Reporting Safety Concerns
- Napping
- Medication Policy
- Toileting
- Birthdays/Holidays
- Late Policy

Participant Qualifications and Conditions | 25

- Certification/Recertification of Eligibility
- Family Data File
- Proof of Family Size
- Eligibility Criteria
- Need for Services
- Determining a Child's Schedule
- Right to Voluntarily Report Changes
- Family Fees

Attendance | 31

- Importance of Attendance
- Attendance Expectations/Policy
- Reporting Absences and Late Arrival
- Absence Policy
- Abandonment of Care



Disenrollment | 33

- Family Request to Disenroll
- Agency Disenrollment Policy

Grievance/Complaint Procedure | 34

- Complaints Regarding Program Staff
- Uniform Complaint Procedure
- Food and Program Non-Discrimination Statement and Complaint Procedure
- Program Decision Complaints (Appeal Process)



Tehama County Department of Education

Early Childhood Programs

Our mission is to provide high quality, safe, and nurturing learning environments for children and their families. Our programs focus on the whole child, supporting children's progression throughout Early Childhood.

Part-Day Locations

Gerber State Preschool

License #525403200

Part-Day Site Operating

Morning: 8:15-11:15

Afternoon: 12:30-3:30

(530) 385-1537

23014 Chard Ave.
Gerber, CA 96035

Lincoln State Preschool

License #525406421

Part-Day Site Operating

Morning: 8:15-11:15

Afternoon: 12:30-3:30

(530) 528-7373

1265 Lincoln St.
Red Bluff, CA 96080

Jackson Heights State Preschool

License #525405509

Part-Day Site Operating

Morning: 8:15-11:15

Afternoon: 12:30-3:30

(530) 529-6741

225 Jackson St.
Red Bluff, CA 96080

Metteer State Preschool

License #525403199

Part-Day Site Operating

Morning: 8:15-11:15

Afternoon: 12:30-3:30

(530) 840-2360

695 Kimball Rd.
Red Bluff, Ca 96080

Olive View State Preschool

License #525405507

School-Day Site Operating

7:30am – 3:30pm

(530) 824-5319

521 Almond St.
Corning, CA 96021



Early Childhood Programs

Full-Day Locations

Bidwell State Preschool

License #525404771

Full-Day Site Operating

7:30am – 5:30pm

(530) 529-5867

1052 Dumosa Dr.
Red Bluff, CA 96080

Early Childhood Programs- Office Staff

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Open Door Policy: Tehama County Department of Education State Preschool Programs has an open door policy. You are welcome to visit your child's classroom unannounced to observe your child at any time during the operational hours. Our program is based upon a partnership with parents of the children enrolled. Parents are highly encouraged to participate in their child's program, however must adhere to our volunteer policy in the family involvement section of this handbook.

Refrain from Religious Instruction: Our programs refrain from religious instruction AND worship. Diversity is valued, and families are encouraged to share any special traditions.

Group Sizes: Adult to child ratios are planned for in advance and follow Title 5 regulations.

**Preschool
(36 Months to Kindergarten)**

1 adult for every 8 preschoolers

Confidentiality: The use or disclosure of any information maintained in the basic data file concerning children and their families is limited to purposes directly connected with the administration of the program.

No other use of the information will be made without prior written consent or through a subpoena.

Participants shall have access to information in their basic data file within 5 business days after the program receives a written request.

Equal Access/Non-Discrimination Statement: No person will be subjected to discrimination, or any other form of illegal bias, including harassment.

We give equal access to services without regard to sex, sexual orientation, gender identification, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

Education Team:

Tehama County Department of Education Early Childhood Programs department is very proud of the professionals that make up our education team.

All members of the team are committed to quality early childhood education. The educators at each State Preschool site are fully qualified for their positions, and hold Child Development Permits through the Commission on Teacher Credentialing.

All members of the education team participate in a minimum of 21 hours of professional development each year.

Biographies of the Early Childhood Programs Teaching Team are posted at each site, and given to families during orientation.

North State Quality Counts:

All members of the Early Childhood Program Team participate in our local North State Quality Counts Initiative, which is part of the California's Statewide Quality Initiative.

This initiative evaluates and assesses the effectiveness of instruction, and the learning environment. Results of these evaluations can be made available to families.

For more information, please see: <https://sites.google.com/view/qcc-region-2-hub/home?authuser=0>

Instructional Materials: This State Preschool Program utilizes a variety of instructional materials to meet the individual learning needs of our preschoolers. These include:

- Creative Curriculum: Study approach to learning. Learning about a topic of interest over time; typically about 4-8 weeks.
- Zoo Phonics: Alphabet Knowledge.
- Second Step: Social Emotional Learning.
- California Preschool Learning Foundations and Frameworks.
- The National Center for Pyramid Model Innovations- Pyramid Model of Social and Emotional Development.

Lesson Plans and Daily Schedules are posted at each site for your review.



Philosophy:

The staff and administrative team at Tehama County Department of Education know that young children thrive in safe, friendly, and respectful environments. Environments where educators are fully present, and work diligently to connect and extend children's learning.

Our program philosophy fosters a child-centered approach to learning, and is based on the guiding principles of the California Preschool Curriculum Framework:

- Relationships are central.
- Play is the primary context for learning.
- Intentional teaching enhances children's learning experiences.
- Family and community partnerships create meaningful connections.
- Individualization of learning includes all children.
- Responsiveness to culture and language supports children's learning.
- Time for reflection and planning enhances teaching.

(From CA Preschool Curriculum Framework, Vol. 1 Pg. 5).

We work to empower children, promote individuality, and develop strong partnerships with families.

We strive to create an environment that helps young children attain physical, cognitive, social, language and emotional achievements to be prepared for school.



VISION
**To provide
beautiful, nature
inspired learning
environments
which support the
whole child.**

Program Goals:

- Create a warm, nurturing, safe, and cultural responsive environment that is inviting to children and families.
- Provide curriculum which is child centered, and emergent, based on the children's interests.
- Respond to the changing needs of children and families.
- Establish partnerships with families, offering collaboration opportunities in all aspects of the program.
- To be an integral part of the school campuses where sites are located; supporting the vision developed for each campus site.

Parent Education and Involvement:

Our goal is to provide a welcoming environment for families, and invite them to participate as equal partners in the education of their children.

Opportunities to participate include, but are not limited to:

- Parent/Teacher conferences. These are held twice per year. Conferences provide an opportunity for parents to collaborate with the teacher to develop goals for their child.
- Reading to children during drop-off/pick-up.
- Parent Advisory Committee. These meetings provide an opportunity for parents to provide input on the nature and operation of the program.
- Participating or helping at family festivals/events.
- Ready Rosie Family Engagement. This is an ongoing tool which provides rich learning content and activities to engage children and families.
- Milestone Moments. This is a milestone checklist and activities to help your child grow and develop.



Family Rights:

Families who are enrolled in Tehama County Department of Education Early Childhood Programs have the following rights:

- ✓ An appeal process if you are in disagreement with a Notice of Action.
- ✓ To be an active participant in decisions regarding your child and their education.
- ✓ Unlimited access to your child while they are in the care of a TCDE ECE program.

Parents interested in volunteering in the State Preschool classrooms must have a recent tuberculosis clearance, immunization and background clearance on file.

Please contact the Program Director for more information.



Parent Advisory Committee:

Our goal is to provide a space for parents and guardians to be involved in the planning and development of the Early Childhood Programs their children attend.

Throughout the school year the Parent Advisory Committee will meet, in an effort to discuss the continued growth of the Educational Programming at Tehama County Department of Education.

Families who would like to participate are invited to contact their child's teacher, or the Early Childhood office at (530)-528-7324.

All families are welcome to participate.

Complete information regarding meeting dates, locations, and times for the committee will be sent out throughout the school year.

We hope you take advantage of this opportunity and enjoy your participation in the fullest!

Health and 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 Resource Checklist form is completed three times throughout the year. Upon enrollment, and at both the Fall and Spring Family Conference.

This form helps to identify the needs of both the child and family, so that the child may be successful in care and school.

Ages and Stages Questionnaire:

To support the Tehama County *Help Me Grow* initiative, which is for all children before the age of three to be screened utilizing an ASQ, all preschool children will be screened in the fall and as needed in the spring of each program year. Your child's classroom team of educators will share more information with you when the time comes.

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.

Meals are provided through partnerships with local elementary school districts.

Vision and Hearing Screening:

Our Goal is for all children to have access to hearing, vision, and developmental assessments while enrolled in Early Childhood Programs at Tehama County Department of Education.

With the permission of families, the county nurse provides hearing and vision screening to all children enrolled in State Preschool. These screenings are conducted in the fall at each site during school hours.



If your child has any food allergies, or can not eat certain foods for religious or personal reasons, please notify the Early Childhood Programs Enrollment Technician during enrollment.

Education Program:

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

Cognitive and 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.

Social and 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 capacity in social relationships.

Developmental Assessments:

We use a tool called the Desired Results Developmental Profile (DRDP-2015) to assess the development of children.

With this tool:

- Children are assessed within 60 days of enrollment and every 6 months after.
- 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.

Continuous Improvement:

Our goal is to implement an effective annual program self-evaluation process to support continuous improvement.

This process includes:

- Assessment of the program by the parents using the Desired Results Parent Survey.
- Assessment of the program by staff and board members using the Program Monitoring Instrument, Desired Results Developmental Profile, Environmental Rating Scale tools, and California's Quality and Improvement System.

Based on the results, goals and action steps are developed and implemented.



Environment:

Our goal is for each of our classrooms to provide a safe, healthy and welcoming environment that supports the broad development needs of children.

The Early Childhood Environment Rating Scale is completed on each classroom annually. The information obtained from this assessment is then used to help teachers design and purchase materials each school year to enhance their classroom environments.

Our environments are set-up using our curriculum *The Creative Curriculum*, which features exploration and discovery as a way of learning.

Program Self Evaluation Process:

Our goal is to ensure our programs are meeting and exceeding the regulations which the California Department of Education Early Education Division has outlined for California State Preschool Programs.

Our department conducts a yearly self-assessment of its programs. During this process, we identify areas of compliance and non-compliance, and work together as a team to develop a written growth plan.

Families are welcome to participate in this process. Each program year, this report is due to the California Department of Education by June 1.

For our Program Summary of improvement, we review data from the following annually:

- Desired Results Developmental Profile's
- Early Childhood Environment Rating Scales
- Compliance Monitoring Reports
- Family Surveys

Step 1: Learn How to Apply

How to Apply

Online: <https://bit.ly/3Ki0zkj>

Waiting List:

Our programs have limited openings for eligible families. The first step to access center-based program services is to be placed on our waiting list. Children with disabilities are encouraged to apply.

Step 2: Pick up a Packet

After receiving your application, the Enrollment Technician will reach out to confirm your eligibility and to set up a time for you to pick up the required documentation.

Families are placed on a waitlist for services, and are enrolled following Admission Priorities outlined by the California Department of Education.

Step 3: Verify Eligibility

Attend an in-person appointment at Tehama County Department of Education.

When an opening is available, we access the waiting list and contact families based on the priorities as outlined in the Admission Priorities section of this handbook.



Admission Priorities:

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

California State Preschool Program (CSPP)

- **First Priority:** Child protective services, or at-risk of abuse, neglect or exploitation (3 and 4 year old's)
- **Second Priority:** Eligible 4 year olds (4th birthday on or before Dec 1st or TK-age eligible 5 year old) and meet need criteria in the following admission priority:
 1. Income ranking order.
 2. Child with exceptional needs within the same ranking is admitted first.
 3. Entry with the oldest application date.
- **Third Priority:** Eligible 3 year olds (birthday on or before Dec 1st. If 3rd birthday is on or after December 2nd, child may be enrolled on or after 3rd birthday) in the following admission priority:
 1. Income ranking order.
 2. Child with exceptional needs within the same ranking is admitted first.
 3. Entry with the oldest application date.
- **Fourth Priority:** 3 and 4 year old children in ranking order who meet eligibility but have no need for services
 1. 4 year old children.
 2. 3 year old children.
- **Fifth Priority:** For APPROVED CSPP sites operating within attendance boundaries of a qualified Free and Reduced Price Meals school, 4 year old children may be enrolled with no eligibility or need requirements (to the extent possible, enroll in income ranking order).

When multiple families are within the same ranking:

1. Child with exceptional needs within the same ranking is admitted first.
2. Entry with the oldest application date is admitted second.

Important- Emergency Form:

For your child's safety, the Emergency Form that you complete at enrollment must remain current. Please notify the classroom educators immediately of changes in:

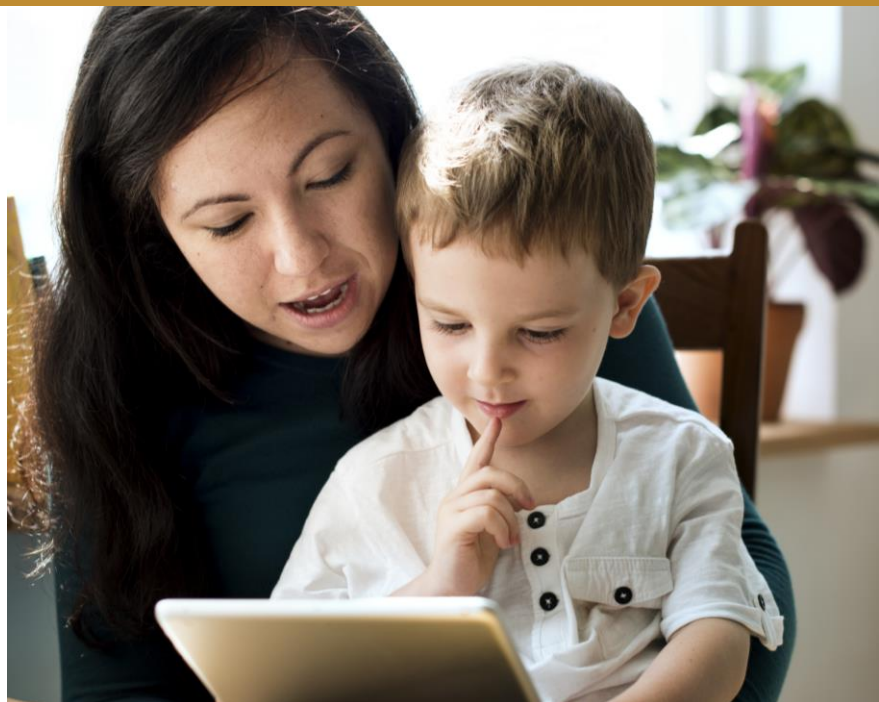
- Your address.
- Your phone number.
- Individuals authorized to pick up child from preschool.
- Child custody orders.
- Emergency contacts.

Only authorized individuals listed on the emergency card may pick your child up from school. Adding an authorized individual **must be done in person.**

Biological parents listed on a child's birth certificate will be able to pick up their child, unless current court ordered paperwork is included in the child's file.

Tehama County Department of Education Early Childhood Programs uses ChildPlus, an electronic attendance program. Authorized individuals will follow sign in and out procedures utilizing electronic signatures.

Child Plus automatically enters the time upon signing in and out.



Sign in/Sign out Procedures:

Signing in and out is a required action.

This is the primary source document which auditors use to monitor attendance at our Early Childhood Programs. This must be an authentic and accurate record of the time a child is in care.

Parents/Guardians, or their authorized representatives included on the emergency form, are responsible to sign children in and out of care everyday using their full name, first and last.

If the child was absent from care for a day which they were scheduled to attend, the parent/guardian must notify the center that same day to inform teaching staff the reason for the absence.

Code of Ethical Conduct:

All families must commit to demonstrate the following core standards/values during all interactions while enrolled in our program:

- Communicate effectively in a calm manner.
- Be courteous.
- Maintain order.
- Show respect of others.
- Take responsibility for own actions.
- Be punctual.
- Respect the dignity, worth, and uniqueness of each individual present at the center.
- Respect diversity.
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect.



Safe School and 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), or sexual harassment, sexual intimidation, hazing (actions intended to endanger or embarrass others).
- Use of obscene and profane language.



Suspected Child Abuse:

All Tehama County Department of Education employees are mandated reporters, and therefore required under California Penal Code Section 11165.7 to report any suspected cases of child abuse or neglect. 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 Enrollment Specialist.

Pesticide Notification:

During enrollment, families are given the option to be personally notified 72 hours before each pesticide application at their child's preschool. Families can waive this option.

All pesticide use is posted at the site 72 hours before application.



Disaster/Evacuation Plan:

In the case of a major disaster, children will remain under the supervision of school staff until it is safe to release children to parents/guardians. Every classroom has emergency supplies on hand, and a classroom specific disaster plan posted at the site.

Ask your child's teacher for more information if you are interested.

Photo Consent:

As part of the program of activities, photos/videos of your child(ren) may be taken and shared with written permission.

By granting permission, the photos and videos may be used by the Tehama County Department of Education, for publications to include, but not limited to, program handbooks, social media websites, recruitment efforts, class photos, newsletters, and/or displays.

Clothing and Items from Home:

Your child will be very active during classroom activities and should dress in comfortable and washable clothes. Children have the opportunity to remove their shoes in the classroom and while in the sandbox outside if they choose. Tennis shoes are great!

Please send a change of clothes for your child in case of a spill or accident.

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 State Preschool classrooms.

Child Supervision:

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 our environments are safe.

Parents must:

- Ensure gate and door is closed and secured.
- Respect our 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.

Every effort will be made to handle discipline problems through redirection, problem solving, re-arrangement of the environment, and staff - parent collaboration.

Open-communication is key.

Child Guidance Policy:

The goal of the Early Childhood Program's guidance policy is to assist children in developing emotional regulation and self-discipline. We help children develop self-discipline by:

- Providing opportunities for children to select activities.
- Provide clear and consistent classroom expectations.
- Modeling desired behaviors such as fairness and cooperation.
- Redirect behavior quickly.
- Providing a calm-down area for children to access when needing to self-regulate.
- Physical punishment is never a tool used for guidance.

See State of California Child Care Center Licensing Regulation 101223.

If a child is unresponsive to the above-mentioned techniques, remains uncooperative, and jeopardizes the safety of others, the following steps will be taken:

- Parent/guardian will be informed.
- Program Director, Program Coach, or Program Coordinator will provide technical assistance to the education team.
- The creation of a Student Success Team (SST), which may consist of the parent/guardian, school staff, and outside resources. This SST will create a written *behavior plan* on behalf of the child. This plan will then be implemented by the family and staff and monitored through frequent communication and meeting with all parties involved.
- If the behaviors persists, and interferes with the health and safety of other children, the child and family may be terminated from the program.

Health Policy:

Tehama County Department of Education Early Childhood Programs will not discriminate against any child based on their individual health needs.

We will make reasonable modifications within classroom settings to include children with specific health concerns. This includes, but is not limited to, epilepsy, asthma, diabetes, allergies, feeding tubes, mobility impairments, or any other health requirement which can be reasonably modified.

Prior to starting school, children who require health plans or reasonable modifications will be referred to our school nurse who will work with the family, medical provider, and program staff to ensure that proper training and protocols are put in place.

Families must provide all necessary health equipment for children to be successful in the school environment.

Illness Policy:

Only children who are well may attend school for the day. If a child becomes ill during the day, the parent/guardian will be called to pick up the child.

Children attending school will be considered well if they are able to fully participate in the program, both inside and out, unless other specified medical restrictions.

Daily Health Screening and Exclusion:

Community Care 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 State Preschool classroom if:

1. **Gastrointestinal** nausea, vomiting, diarrhea, abdominal pain within the last 24 hours.
2. **Throat and neck** redness, spots, sore throat, infected tonsils, swollen glands.
3. **Eyes** discharge and/or redness. After a diagnosis of pink eye (conjunctivitis) a child must be on antibiotics for 24 hours, and all signs of infections gone.
4. **Skin** rashes, spots, eruptions, etc.
5. **Hair lice/nits**, infected areas on scalp. If lice is present, child's hair must be treated, and have all live lice and nits (within an inch of the scalp) removed before a child can return.
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 hours.

GENERAL POLICIES

Americans with Disabilities Act:

We welcome the enrollment of children with disabilities and understand the requirement of the American with Disabilities Act (ADA) to make reasonable accommodations for such children and implement those accommodations.

Reporting Safety Concerns:

If you have safety concerns which are not resolved after sharing with program staff, including the program director, you can contact Community Care Licensing (CCL). CCL enforces Title 22 Licensing regulations and oversees the health and safety of Licensed Preschool Programs.

Contact our local CCL office at:
Community Care Licensing
520 Cohasset Rd., Suite 170
Chico, CA 95926
(530) 895-5033
www.ccl.ca.gov

Anyone has the right to review licensing reports by contacting CCL, as stated in Title 22 Regulations, Section 101220.

For more information about programs within Tehama County Department of Education Early Childhood Programs please contact the Program Director.



Napping:

Children under the age of 5 are required by Community Care licensing to have the opportunity to nap or rest without distraction or disturbance from other activities by providing an individual napping space and a cot or mat.

Children attending Full Day programs are given this opportunity to rest/nap daily. All children must rest/nap for a minimum of 30 minutes. Each child will be assigned a cot and sheet for their use only. Soothing music will be played, and program staff will assist children in resting by offering to rub/pat backs.

If after 30 minutes there are children who are not sleeping, an alternative activity will be provided.

The rest of the children may get up as they wake up. All children will be awake by 2:30pm.

Families may provide children with a small pillow, blanket and a stuffed animal if they wish. These items are left as school during the week, and sent home on the child's last day of attendance. All items taken home must be returned on Monday.

Medication:

In the event that your child needs to takes 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 first.

Medications must be in the original container with your child's name on the pharmacy label.

Always give medications directly to the classroom education team, and do not leave it in your child's bag.

Toileting:

A child does not have to be 'toilet trained' to attend TCDE State Preschool Programs. Based on your child's individual needs, we can assist them in the toilet training process, or make accommodations for your child's special needs.

It is not a requirement for parents to come and change their child in the event of a toileting accident. Parents may however request to be notified by the classroom education team.

Parents are asked to send their children in underwear or disposable training pants. Parents of children wearing disposable training pants will need to ensure their child starts the school day with clean disposable training pants.

All children must have 3 or 4 changes of clothing on site to support success during this toilet training process.

Educators will support children verbally through how to change themselves. If a child cannot change themselves, staff will ask them "do you need help?" and provide assistance if requested.

Staff will use gloves and wipes to help clean a child who has soiled their disposable diapers or underwear.

For your child to be successful we will work with each family to develop a plan and strategies which are consistent between home and the classroom.

For more specific information, or to find out additional information regarding the 'toilet training' process and how we can best support your child, please contact the Early Childhood Program's Department at (530) 528.7324.

Birthday and Holiday Celebrations:

In regards to birthdays and holidays, we want to be culturally respectful of the diversity of our families' personal and religious beliefs. We strive to have an environment which is inclusive, where all children can participate in our programs' curriculum.

The day of your child's birth will be acknowledge and celebrated with song and children encouraged to draw a special drawing to contribute to a class birthday book. A small store bought treat can be handed out as children leave for home.

Educators will discuss the many different ways we celebrate holidays in our homes. Religious holidays (Halloween, Christmas, Easter, etc.) will not be celebrated in the traditional sense in our classroom.

Instead, celebrations will center on learning and non-holiday related content. End of the study celebrations are incorporated into the Creative Curriculum. Ask your child's teacher for more information!

Late Policy:

It is each families responsibility to ensure that their child be picked up promptly at the end of their certificated hours. If you find that you will be late, you are required to make arrangements with an authorized person (who is listed on your child's emergency card).

Should you or your authorized person arrive late to pick up your child more than two times:

1. State Preschool staff will notify Program Director.
2. If late pick-ups continue for a third time, a conference with the Program Director will be scheduled to problem solve.
3. Additional violations of the late policy may lead to a Notice of Action being issued to discontinue enrollment in the California State Preschool Program.

Certification/Recertification of Eligibility:

Enrollment into a program is determined by specific family eligibility and need criteria. Families complete a certification process at initial enrollment and must recertify their eligibility every 12 months thereafter. The 2-month eligibility starts on the date the program representative signs/approves the application for services.

Families will be notified 30 days in advance of what is required to recertify and will be required to bring in documentation after the 12 month eligibility period has expired.

Program staff will make every effort to make the certification/recertification process convenient for families.

A family will be disenrolled if the recertification process is not completed within the designated 50 day recertification period.



Family Data File:

A family data file is maintained for each family receiving services. When a child's residence alternates between the homes of separated or divorced parents eligibility must be determined separately for each household in which the child is residing during the time services are needed.

Court Order

If there is a court order that impacts child care services, it must be included in the family data file.

Proof of Residency

Determination of eligibility for services shall be **without regard** to the immigration status of the child or the child's parent. The following are qualifications of children enrolled in TCDE State Preschool Program:

- Must live in California
- Families experiencing homelessness may submit declaration of intent to live in California
- Any evidence of a street address or post office address in California, including the 4 digit zip code extension

PARTICIPANT QUALIFICATIONS & CONDITIONS



Exceptional Needs Child

If your child has identified exceptional needs, your family file must contain the following documentation in order for us to best serve your child:

- Individual Education Plan or Infant and Family Service Plan.

Health and Emergency Information

Participants must provide child health and current emergency information, along with current immunization records for enrolled children.

For more information about what immunizations are required for children attending a preschool program please review:

<https://www.shotsforschool.org/child-care/>

Proof of Family Size:

Biological/Adoptive Parent: “Family” shall be considered the parents and the children for whom the parents are responsible, who comprise the household in which the child receiving services is living.

Guardian/Foster Parent: “Family” shall be considered the child and related siblings.

Participants must provide the names of the adults and the names, gender and birthdates of the children identified in the family.

At least one document for **ALL** children counted in the family size must be on file and indicate the relationship of the child to the parent. Eligible documents include, but are not limited to any of the following examples:

- Birth Certificate or other live birth records.
- Child Custody Court Order.
- Adoption documents.
- Foster Care placement records.
- County welfare department records.
- Other reliable documentation indicating the relationship of the child to the caregiver.

PARTICIPANT QUALIFICATIONS & CONDITIONS

Eligibility Criteria:

Eligibility is based on either child or family eligibility. Participants must provide documentation of eligibility in **1** or more of these categories:

Child Eligibility

- Child protective services (referral letter from CPS unit).
- At-risk of abuse, neglect or exploitation (referral letter from legal, medical, social service agency or emergency shelter).

Family Eligibility

- Homelessness (referral letter or parental declaration of services may be provided for the first 30 days while family obtains the required documentation).
- CalWORKs cash aid recipient (proof of current aid).
- Income eligible (documentation of all countable income).
 - **Regular and Steady Income:** Total countable income from either month of the 2-month window immediately preceding certification (*Note: For income eligibility, we will determine which 4 week window within the preceding 2 months benefits the family the most*).
 - **Fluctuating or Inconsistent Income:** Total countable income from 12 months immediately preceding certification.
 - **Guardian/Foster:** Full month of current income received for the child and related siblings.



Maximum income threshold:

Family Size	Total Countable Monthly Income
1-2	\$7,068
3	\$8,049
4	\$9,342
5	\$10,837
6	\$12,332
7	\$12,612
8	\$12,892

Participants whose eligibility is based on income must notify our agency **within 30 days** if their total countable monthly income, at any time during their certification period, exceeds the maximum income threshold for ongoing eligibility.



Determining a Child's Schedule:

Services are available when:

- Parent meets a need criteria that precludes the provision of care and supervision of their child for any part of the day.
- No parent in family available and capable of providing care during time care is requested.
- 2 parent family – Care is approved when neither parent is available to care for the child.
- Supervision of the child is not otherwise being provided during scheduled time at:
 - School-age public educational program.
 - Private school.
 - Early learning and care services.

Services will be approved based on verified need documentation, and/or the program limitations, whichever is less.

- **Consistent Schedule:** Certified schedule will be based on the verified number of days and hours, or total number of hours parent consistently or expects to work each week.
- **Variable Schedule:** Certified schedule will be based on the highest number of hours worked in any given week within the two-month window preceding certification, OR if there is no work history, the highest number of total hours per week the employer expects the parent to work.

Travel time only applies to parents who are working or in school. To determine the maximum authorized drive time, divide the work or school hours day by 2. Travel time can not be more than 4 hours/day (2 hours each way); and, not more than the time from the child's care site to work or school and back.

Sleep time is available for parents who work between the hours of 10 PM and 6 AM. The allowed sleep time can be equal to the authorized work and travel time between 10 PM and 6 AM.

Please note that sleep time is not automatic and must be requested in writing.

PARTICIPANT QUALIFICATIONS & CONDITIONS

Right to Voluntarily Report Changes:

Once eligibility and need have been established a participant may keep their current service level, no matter if there are changes in their family. The only exception is if a participant's eligibility is based on income and the family's income exceeds the maximum income threshold for ongoing eligibility (see Eligibility section for maximum).

If a participant needs to change their service level during their certification period the following must be submitted:

- Request to Change Services Form.
- Documentation to support the request.



REQUEST TO CHANGE SERVICES: CENTER-BASED

This form is used for the purpose of voluntarily reporting changes during a family's certification period.

Note: After receipt of this form & documentation to support the requested change, our office will issue a Notice of Action indicating the outcome of your request. No other changes will be made to your service agreement, other than the requested change(s).

REQUEST TO CHANGE SERVICES

I am voluntarily reporting changes in order to:

- Reduce my family fees
- Disenroll from the program due to no longer needing services
- Change my service schedule (days and/or hours of service) as follows:

Effective Date:	Child(ren):
Days & Hours Requested	
Consistent or Variable Child Schedule:	
Child Non-School Days & Hours:	
Child School Days & Hours:	

REASON FOR REQUEST & SUPPORTING DOCUMENTATION

Change in Income Income documentation (all sources): <input type="checkbox"/> Regular & Steady Income: Total countable income from either month of the 2-month window immediately preceding <input type="checkbox"/> Fluctuating or Inconsistent Income: Total countable income from 12 months immediately preceding <input type="checkbox"/> Employment Income Verification Release	Change in Family Size <input type="checkbox"/> Increase in family size: Documentation connecting the parent to the new child, such as a birth certificate <input type="checkbox"/> Decrease in family size: In writing, indicate the individuals first & last name, along with reason-
Change in Need Employment Verification Training Verification, including Class Schedule Educational Program Verification, including class schedule Request to Actively Seek Employment Statement of Incapacity Request to Seek Permanent Housing	Child Started/Changed School In writing, indicate the child(ren) name, school name & school hours -
Disenrollment of Services In writing, indicate the reason for disenrollment, name(s) of child(ren) that no longer need services & the last day services are needed -	

My signature below, acknowledges my right to voluntarily report the change(s) listed above & that I understand I have the right to continue bringing my child to care based on the original certified service level. If I am requesting a decrease to my certified schedule, I understand the new schedule would replace my current schedule, and if I choose to increase my certified schedule at a later time, I will be required to provide additional documentation. I swear under penalty of perjury, to the best of my knowledge, that the above information is true & correct.

Parent/Guardian Printed Name Signature Date

Courtesy of MonarchLink.com

After receipt of this form and documentation to support the requested change, TCDE Early Childhood Programs Department will issue a Notice of Action within 10 business days indicating the outcome of your request.

No other changes will be made to your service agreement, other than the requested change(s).

Family Fees:

Some families enrolled in the program may have a family fee based on their total countable income, family size and certified hours of care. In response to the COVID-19 pandemic, **family fees are waived for all child care and development programs from July 1, 2021 through June 30, 2023.**

You will be notified by your Enrollment Specialist if and when you are responsible for paying a family fee.

Family fees will always be assessed according to the child who uses the most monthly hours of care, regardless of the number of children enrolled on the program.

Family fees are determined using the family fee schedule approved by the California Department of Finance.



Assessment:

Family fees are only assessed at:

- Initial Certification.
- Recertification.
- Voluntarily request to have fees re-assessed.
 - **Decrease:** Effective on the first day of the month that follows the NOA issue date.
 - **Increase:** No increase during certification.

NOTE: When a family's child is assigned both a School and Vacation schedule, families will be assessed both a monthly part and full time fee.

When center is not open for an entire month that results in services being available for less than 130 hours, families shall be assessed both a monthly full-time and part-time fee.

Full-time monthly fee is applicable when services are approved for 130 hours or more per month.

Part-time monthly fee is applicable when services are approved for less than 130 hours per month.


Exemptions:

The following are exemptions:


- Families receiving CalWORKs cash aid.
- Families with children that have been identified as being at-risk or who are receiving Child Protective Services may be exempt from paying fees for up to 12 months if the referral determines the fee waiver to be necessary.

Importance of Attendance:


Attend today, achieve tomorrow
Your child's regular attendance matters...




Infant/Toddler
Time to develop stable, nurturing relationships. A healthy attachment base is the cornerstone for life long learning.




Preschooler
Time for building the social, emotional, cognitive & language skills necessary for school readiness.



Elementary
Time to develop reading skills needed to transition from "learning to read" to "reading to learn"



Middle or High Schooler
Time to develop strategies to become independent, build future dreams & habits for college and/or the workforce.



Adult
Time to land a great job. Good attendance, dependability & work ethic are valued above all other soft skills.

**Absent 2 days per month = Absent 24 days per year
= Your child's learning is 1 month behind their peers!**

Don't let your child miss-out on the skills needed to be successful in school & life

Attendance Expectations/Policy:

Children are **expected to attend child care based on their certified schedule** determined at certification, recertification and when a participant voluntarily requests to change their service level.

Participants may voluntarily request to change their child's service level (See Right to Voluntarily Report Changes).

Regular and consistence attendance is important. It allows the family to maximize the benefits of the child's early learning and care experience.

Unnecessary disruptions in services can stunt or delay social-emotional and cognitive development while safe, stable environments allow young children the opportunity to develop the relationships and trust necessary to comfortably explore and learn from their surroundings.

Absence Policy:

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, 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, illness of sibling or due to sheltering in-place.

Best Interest Days (maximum of 10 days per program year between July 1-June 30; except for children enrolled due to protective services or at risk)

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.

Unexcused Absence:

- Child did not feel like coming to school.
- Parent or child overslept.
- Abandoned services (no show or contact).
- After ten (10) best interest days are used, additional absences in the best interest category are considered unexcused.
- Any absence parent/guardian does not identify a reason for or as best interest day.

Reporting Absences and Late Arrivals:

An attendance success plan will be completed for any child that is absent 2 unexcused absences or more in any given month.

If excessive unexcused absences continue after a plan is put in place, a family may be disenrolled from the program.

If you are not using at least 75% of your certified hours:

1. Enrollment Specialist will reach out to you to explore your options.
2. If unexcused absences continue, you will receive a written notice.
3. If unexcused absences continue, you will be issued a notice of action, and your child may be dropped from the program.

Abandonment of Care

The program does not allow families to be enrolled in a program if they are not using services.

Your child(ren) will be disenrolled when there has been no communication with the center for 30 consecutive calendar days.

DISENROLLMENT

Family Request to Disenroll:

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.

Agency Disenrollment Policy:

Families will be issued a notice 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.
- Failure to provide current and correct information at the time of certification or recertification.
- Failure to complete the recertification process within the designated 50 day recertification period.
- Family income exceeds the maximum income threshold (full-day programs).
- Misrepresentation of income and/or eligibility .
- Non-compliance of agency policies.
- Abandoned child care for 30 consecutive calendar days without notice.
- Failure to complete or falsification of sign-in/out sheets accurately and on a daily basis.
- Failure to keep appointments.
- Threatening, yelling, cussing or acting unethically towards any staff member.
- Violation of the Safe School and Harassment policy. Our office and centers are alcohol, drug and weapon free zones.
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of admission priority.



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 or 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.

Escalation Process

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 Site Supervisor.
Level 3:	If complaint is not resolved by Site Supervisor, it is brought to the attention of the Program Director.

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.

Food and Nutrition Program Non-Discrimination Statement and Complaint Procedure:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form (AD-3027) found online at usda.gov/oascr, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 | 2) Fax: (202) 690-7442 | 3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Program Decision Complaints (Appeal Process):

Parents enrolled in state subsidized programs have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended and child care services will continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process. The Appeal Hearing process is as follows:

Step 1: Request for Appeal Hearing

Request for an appeal hearing must be filed within 14 calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, phone number, full address, explanation why parent disagrees with the agency's action and date the request is signed. The request for hearing may be submitted by mail, in person, phone or e-mail to:

Tehama County Department of Education

Attention: Sara Smith
1135 Lincoln St.
Red Bluff, CA 96080
Telephone (530) 528-7340

Step 2: Schedule Hearing

Within 10 days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than 14 calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date 1 time.

Step 3: Conduct Hearing

The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of documentation. The hearing will be recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that they disagree with the proposed action indicated by the referenced NOA should not be carried out.

This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing. Failure to comply with directions will result in the hearing being ended and the contested action being taken. A parent designating an Authorized Representative to be present must inform the agency in writing prior to the hearing. Please do not bring people to the hearing unless they are a designated Authorized Representative.

No children are allowed to be present during the hearing. For failure to appear, it will be deemed that parent has abandoned the appeal and care ends immediately.



Step 4: Agency Hearing Decision

Hearing officer will send notification in writing, of decision within 10 calendar days after hearing.

Step 5: If Parent Disagrees with Hearing Decision

If parent disagrees with the written decision, they have 14 days from date of the written decision to file an appeal with the appropriate agency. The appeal(s) must include a written statement specifying the reasons parent believes the agency decision was incorrect, a copy of the decision letter and a copy of both sides of the NOA.

For Child Care and Development Programs (CCDP) submit appeal to:

Mail:

California Department of Social Services (CDSS)
Child Care and Development Division
Attn: Appeals Coordinator
744 P Street, MS 9-8-351
Sacramento, Ca 95814

Email: CCDDAppeals@dss.ca.gov

Telephone: 833-559-2420

Fax: 916-654-1048

For California State Preschool Programs (CSPP) submit appeal to:

Mail:

California Department of Education (CDE)
Early Learning and Care Division
Attn: Appeals Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814

Email: ELCDAppeals@cde.ca.gov

Telephone: 916-322-1273

Fax: 916-323-6853

NOTE: If the parent has children enrolled in both a State Preschool and Child Care and Development programs, our agency will issue two NOAs: one for the child(ren) enrolled in State Preschool and a separate NOA for the child(ren) enrolled in the other program(s)

Step 6: ELCD/CCDD Hearing Decision

Within 30 calendar days after the receipt of the appeal, ELCD and/or CCDD will issue a written decision to the parent and the agency. Once ELCD and/or CCDD has rendered a decision, the decision is final.



Program Handbook
Acknowledgement of Receipt of Written Policies

My signature below acknowledges that I have received a copy of or have chosen to access online the program handbook. I acknowledge that I have read, understand and agree to abide by these guidelines. I understand that I may be dis-enrolled from the program if I do not follow the program policies.

Child(ren) Name: _____

Parent/Guardian Printed Name: _____

Legal Signature: _____ Date: _____

