



Tehama County Department of Education  
State Preschool  
Early Childhood Programs



2021/2022  
Participant Handbook

**Tehama County Department of Education**

Richard DuVarney, County Superintendent

1135 Lincoln Street – Red Bluff, California 96080

Tel: 530-527-5811—Fax: 530-529-4120

**Tehama County Board of Education**

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

Funded through the California Department of Education

Early Learning and Care Division

# TABLE OF CONTENTS

|                                                         |   |
|---------------------------------------------------------|---|
| WELCOME.....                                            | 3 |
| OPEN DOOR POLICY.....                                   | 3 |
| RELIGIOUS INSTRUCTION.....                              | 3 |
| NON-DISCRIMINATION POLICY.....                          | 3 |
| UNIFORM COMPLAINT PROCEDURE.....                        | 3 |
| STATE PRESCHOOL SITES.....                              | 4 |
| EDUCATION TEAM.....                                     | 5 |
| NORTH STATE QUALITY COUNTS.....                         | 5 |
| PROFESSIONAL DEVELOPMENT.....                           | 5 |
| POWERFUL INTERACTIONS.....                              | 5 |
| PROGRAM WIDE EXPECTATIONS.....                          | 5 |
| EDUCATION PROGRAM.....                                  | 5 |
| ENVIRONMENT.....                                        | 6 |
| VISION, PHILOSOPHY, & GOALS.....                        | 6 |
| VISION.....                                             | 6 |
| PHILOSOPHY.....                                         | 6 |
| GOALS.....                                              | 6 |
| VISION & HEARING.....                                   | 6 |
| AGES & STAGES QUESTIONNAIRE (ASQ).....                  | 7 |
| CHILD & PROGRAM ASSESSMENT.....                         | 7 |
| DESIRED RESULTS DEVELOPMENTAL PROFILE (DRDP-2015).....  | 7 |
| EARLY CHILDHOOD ENVIRONMENTAL RATING SCALE (ECERS)..... | 7 |
| PROGRAM SELF EVALUATION PROCESS.....                    | 7 |
| CONFIDENTIALITY STATEMENT.....                          | 7 |
| HEALTH & SOCIAL SERVICES.....                           | 8 |
| PHOTO CONSENT.....                                      | 8 |
| MANDATED CHILD ABUSE AND NEGLECT REPORTING.....         | 8 |
| FIELD TRIPS.....                                        | 8 |
| DISASTER/EVACUATION PLAN.....                           | 8 |

|                                                   |    |
|---------------------------------------------------|----|
| MEDICATION POLICY.....                            | 8  |
| CHILD GUIDANCE POLICY.....                        | 8  |
| CHILD SUPERVISION.....                            | 9  |
| FAMILIES PLEASE:.....                             | 9  |
| REPORTING SAFETY CONCERNS.....                    | 9  |
| EMERGENCY FORM.....                               | 10 |
| SIGN IN/SIGN OUT PROCEDURES.....                  | 10 |
| PESTICIDE NOTIFICATION.....                       | 10 |
| FAMILY INVOLVEMENT.....                           | 10 |
| FAMILY ADVISORY COMMITTEE.....                    | 11 |
| SUGGESTIONS FOR VOLUNTERS:.....                   | 11 |
| TOYS FROM HOME.....                               | 11 |
| BIRTHDAY/HOLIDAY CELEBRATIONS.....                | 11 |
| CLOTHING.....                                     | 12 |
| TOILETING.....                                    | 12 |
| NAP/REST (FULL DAY ONLY).....                     | 12 |
| NUTRITION.....                                    | 12 |
| FOOD SERVICE PROVISIONS.....                      | 13 |
| MEALS: CHILDREN ARRIVING LATE TO SCHOOL....       | 13 |
| HEALTH POLICY.....                                | 13 |
| AMERICANS WITH DISABILITIES ACT.....              | 13 |
| ILLNESS OF THE CHILD – HEALTH SCREENING.....      | 13 |
| COMMON SENSE IS THE BEST GUIDE.....               | 13 |
| SYMPTOMS THAT REQUIRE EXCLUSION FOR A CHILD:..... | 13 |
| ATTENDANCE POLICY [TITLE 5, 18066].....           | 14 |
| <b>ABSENCES</b> .....                             | 14 |
| <b>ABSENCE REASONS AND LIMITATIONS</b> .....      | 14 |
| <i>Excused Absence: (A)</i> .....                 | 14 |
| <i>Best Interest: (A)</i> .....                   | 14 |
| <i>Unexcused: (U)</i> .....                       | 14 |
| <i>Non-Contracted Days: (N)</i> .....             | 14 |
| <i>Excessive Absences</i> .....                   | 15 |
| LATE POLICY.....                                  | 15 |
| FAMILY REQUEST TO DISENROLL.....                  | 15 |
| DISENROLLMENT POLICY.....                         | 15 |
| RE-ENROLLMENT.....                                | 16 |
| RECERTIFICATION – FULL DAY.....                   | 16 |

**FAMILY FEES – FULL DAY ONLY .....16**  
**CODE OF ETHICAL CONDUCT.....17**  
**SAFE SCHOOLS & HARASSMENT POLICY .....17**  
**FOOD & NUTRITION PROGRAM NON-  
DISCRIMINATION STATEMENT & COMPLAINT  
PROCEDURE.....17**  
**PROGRAM DECISION COMPLAINTS (APPEAL  
PROCESS) .....18**  
**STEP 1: REQUEST FOR APPEAL HEARING .....18**  
**STEP 2: SCHEDULE HEARING.....18**  
**STEP 3: CONDUCT HEARING .....18**  
**STEP 4: HEARING DECISION.....19**

## WELCOME

The Early Childhood Programs (ECP) at the Tehama County Department of Education serves many children and families through our California State Preschool Programs (CSPP) Full and Part Day and Family Childcare Home Education Network (FCCHEN). We know you will find the programs and people available to support your needs.

School readiness is one of the most important skills we can offer our youngest children within the context of a safe and nurturing environment. However, families are the greatest support system our children have.

We offer families opportunities to engage in family events, workshops, parent cafés and decision-making teams. We also incorporate health and nutritional services within our programs because we believe these services can strengthen each child's ability to participate successfully in school.

Thank you for being a part of our Early Childhood Programs family. We look forward to a positive and productive year where we are able to work in partnership to best support our children. We hope you enjoy your experience with us!

Sincerely,

*Alyssa McCombs*

Alyssa McCombs  
Early Childhood Programs Director

## OPEN DOOR POLICY

Early Childhood Programs maintains an open door policy. Families are welcome to visit unannounced to observe their child at any time during program hours. Our programs are based upon a partnership with the families and encourage participation in our programs. Families planning to interact with children must adhere to our volunteer policy as described in the family involvement section.

## RELIGIOUS INSTRUCTION

Tehama County Department of Education Early Childhood Programs refrain from religious instruction and worship. Diversity is valued and families are encouraged to share any special traditions with the class.

## NON-DISCRIMINATION POLICY

All the families and educators participate in the programs without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Information pertaining to families serviced through ECP is considered confidential and will be used solely for program administration purposes.

## 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) 528-7366.

## State Preschool Sites

### **BIDWELL STATE PRESCHOOL**

1052 Dumosa Drive  
Red Bluff, CA 96080  
(530) 529-5867  
License #525404771  
Full Day: 7:30-5:30 pm

### **COLUMBIA STATE PRESCHOOL**

1623 Columbia Avenue  
Corning, CA 96021  
(530) 824-6528  
License #525403214  
Morning: 8:15-11:15 am  
Afternoon: 12:30-3:30 pm

### **DOUGLASS STREET STATE PRESCHOOL**

1290 Garden Avenue  
Red Bluff, CA 96080  
(530) 528-7319  
License # 52540690  
Full Day: 7:30-5:30 pm

### **GERBER STATE PRESCHOOL**

23014 Chard Avenue  
Red Bluff, CA 96080  
(530) 385-1537  
License #525403200  
Morning: 8:30-11:30 am  
Afternoon: 12:3-30 pm

### **JACKSON HEIGHTS STATE PRESCHOOL**

224 Jackson Street  
Red Bluff, CA 96080  
(530) 529-6741  
License #525405509  
Morning: 8:15-11:15 am  
Afternoon: 12:30-3:30 pm

### **LINCOLN STREET STATE PRESCHOOL**

1265 Lincoln Street  
Red Bluff, CA 96080  
(530) 528-7373  
License #525406421  
Morning: 8:15-11:15 am  
Afternoon: 12:30-3:30 pm

### **METTEER STATE PRESCHOOL**

695 Kimball Road  
Red Bluff, CA 96080  
(530) 529-5214  
License #5254055507  
Morning: 8:15-11:15 am  
Afternoon: 12:30-3:30 pm

### **OLIVE VIEW STATE PRESCHOOL**

521 Almond Street  
Corning, CA 96021  
(530) 824-5319  
License# 525405507  
Full Day: 7:30-5:50 pm

### **PROGRAM OFFICE STAFF**

**Crystal Sides**  
Enrollment Specialist  
(530) 528-7324

**Shannon Ralston**  
Administrative Assistant  
(530) 528-7366

**Celena Sinclair**  
Early Childhood Coach  
(530) 528-7369

**Alyssa McCombs**  
Program Director  
(530) 528-7319

## EDUCATION TEAM

Tehama County Department of Education is very proud of their Early Childhood Education team. Early Childhood Programs is committed to quality early childhood education. The educators at each site are fully qualified for their positions. Assistants, Teachers, and Site Supervisors all hold or qualify for permits required by the Commission on Teacher Credentialing. All educators participate in 21 hours of professional development each year. This is professional learning outside of their regularly paid hours. Most educators are trained and hold CPR and first Aide certificates. All sites maintain the Title 5 ratio of one adult to eight children.

***Biographies of teaching staff are posted at each site and given to families during orientation.***

## NORTH STATE QUALITY COUNTS

Preschool educators participate in our local North State Quality Counts Initiative which is part of California's State Wide 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.

## PROFESSIONAL DEVELOPMENT

Tehama County Department of Education Early Childhood Programs provides professional development on a regular basis. It is important that we stay current and continue our learning to offer you and your child the highest quality care and education.

## POWERFUL INTERACTIONS

All educators have received professional learning on Powerful interactions. All educators implement the following strategies and concepts with children; Be fully present, connect with each child and extend each child's learning. More information regarding Powerful interactions can be found at <https://leadingforchildren.org/>

## PROGRAM WIDE EXPECTATIONS

All of the preschool sites have specific behavioral expectations for all children. All children will Be Safe, Be Respectful, and Be Friendly. Educators support children's understanding and practice of these expectations by teaching what it means to be safe, respectful and friendly; modeling these expectations throughout the day, giving children opportunities to practice, and positively affirming behavior aligned with these expectations.

***Classroom Expectations are posted in each classroom.***

## EDUCATION PROGRAM

CSPPE programs utilize a variety of instructional materials to meet the individual learning needs of our preschoolers.

- Creative Curriculum: Study approach to learning. Learning about a topic of interest over time; 4-8 weeks.
- Zoo Phonics: alphabet knowledge
- Second Step: Social Emotional Learning.
- California Preschool Learning Foundations and Frameworks.

***Lesson plans and daily schedules are posted at each site for your review.***

## ENVIRONMENT

Our goal is for each of our classrooms to provide a safe, healthy and welcoming environment that supports the broad developmental needs of children. In addition, our environments are set-up using our adopted curriculum. Creative Curriculum is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

## VISION, PHILOSOPHY, & GOALS

### Vision

To provide beautiful, nature inspired learning environments that are safe, nurturing and support the whole child, family and educational team.

### Philosophy

The staff and administration at Tehama County Department of Education know that young children thrive in safe, friendly and respectful environments where educators are fully present, connect and extend children's learning. These elements are foundational and at the core of our program's philosophy; a philosophy that fosters a child-centered curriculum 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 p. 5).*

We offer care and curriculum that is age appropriate for children's developmental needs in a rich setting allowing for exploration, creativity, problem-solving, critical thinking, science, math, and language acquisition through play, group activities and individual choice.

### Goals

- Create warm, nurturing, safe, culturally responsive inviting environments for children and families.
- To provide a balance of child centered, teacher directed, planned and emergent curriculum based on children's interests.
- To provide Educators with professional development relevant to their individual and program goals.
- Be an integral part of the school campuses where sites are located and support the vision developed for each campus/site.
- Respond to the changing needs and interests of children.
- Establish partnerships with families, which include opportunities for families to actively participate in all aspects of the program.

## VISION & HEARING

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.

### AGES & STAGES QUESTIONNAIRE (ASQ)

It is the mission of Tehama County's **Help Me Grow** Initiative that all children, before the age of three, will be screened utilizing an ASQ. To support this initiative all preschool children and their siblings, with the support of families, will be screened in the Fall and as needed in the Spring of each program year.

### CHILD & PROGRAM ASSESSMENT

All State Preschool (CSPP) programs are required by our funding source, California Department of Education, to assess, reflect and use the following tools to inform Individual child, curricular and program decisions.

### DESIRED RESULTS DEVELOPMENTAL PROFILE (DRDP-2015)

Early Childhood Programs utilize the DRDP-2015 as recommended by the California Department of Education (CDE) to ensure that all children (infancy through Kindergarten entrance) are making progress in all domains: social emotional, language and literacy, English language development, math science, social studies, physical and health development.

- We use the DRDP-2015, as a tool to assess the development of children.
- Children are assessed within 60 days of enrollment and every 6 months thereafter.
- Family input is a necessary component of this assessment.
- The assessment is also used to plan and conduct developmental activities that are age appropriate for the children.
- Child information is gathered with support from families and shared during family conferences twice a year.

### EARLY CHILDHOOD ENVIRONMENTAL RATING SCALE (ECERS)

Yearly, each site is required to assess their learning environment using the Early Childhood Environmental Rating Scale (ECERS) to ensure that each classroom is designed to meet State requirements. The objective is for each sub-scale to receive at minimum 5 out of 7 score. The information obtained from this assessment is then used to help teachers strengthen teaching practices and design and purchase materials each school year to enhance their classroom environments. This tool and classroom scores are available for families to review.

### PROGRAM SELF EVALUATION PROCESS

Early Childhood Programs complies with the regulations requiring the department to conduct a yearly self-assessment of its programs. During this process, we identify areas of compliance and non-compliance, and we work together as a team to develop a written plan. For the Program summary improvement, we review the DRDP, ERS, compliance monitoring report (CMR) and family Surveys. Families are welcome to participate in this process. Each program year, this report is due to the California Department of Education by June first.

### CONFIDENTIALITY STATEMENT

The use or disclosure of financial or other information maintained in the family's file will be limited to purposes directly connected with the administration of the State Preschool program. No other use of this information may be made without the **parent's/guardian's** prior written consent. **Parents/Guardians** of children enrolled in the program shall have access to all information in their family file.



## 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. The Family Support check in is completed with families during scheduled conferences. This form helps to identify the needs of both the child & family.

## PHOTO CONSENT

As part of the program activities, photos/video 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, newsletters, and/or displays.

## MANDATED CHILD ABUSE AND NEGLECT REPORTING

All program employees are mandated reporters and therefore required under California Penal Code Section 11165.7 to report any suspected cases of child abuse or neglect. The primary purpose of the reporting law is to protect the child.

## FIELD TRIPS

Field trips are treated as regular school days and attendance is expected. Dependent on the field trip, a small fee may be charged. Siblings may be permitted to attend with prior approval. Parent/Guardians are responsible to attend and transport their child to and from fieldtrips.

## 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.

## MEDICATION POLICY

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 first complete and submit an authorization form.

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 medication in your child's bag.

## Services to be provided in Case of Medical or Dental Emergency

**The Teacher/Site Supervisor will contact parents/guardians and/or emergency numbers and/or call 911.**

## CHILD GUIDANCE POLICY

The goal of the State Preschool's guidance policy is to assist children in developing emotional regulation and self-discipline through respectful interactions that support children's emotional growth.

We help children develop self-discipline by:

- Providing opportunities for children to select activities.
- Providing clear and consistent classroom expectations.
- Modeling desired behavior(s) such as fairness and cooperation.

- Redirecting inappropriate behavior quickly, for instance, suggesting an alternative activity.
- Teaching children how to resolve conflicts positively.
- Using verbal and non-verbal reminders.
- Involving families.
- Providing a “calm down area” for children to access when needing to self-regulate.
- Physical punishment is never allowed: 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:

- If the child’s behavior escalates the parent/guardian will be informed.
- A meeting will be scheduled with the staff and the child’s parent/guardian to discuss and create a **behavior plan** based on the child’s individual needs.
- If the behavior does not diminish, a Student Success Team meeting will be held which may consist of the parent/guardian, school staff, and outside resources as needed to create a written behavior plan of action on behalf of the child. This plan will then be implemented by the family and staff and monitored on an ongoing basis through frequent communication and meetings with all parties involved.
- If the child’s behavior persists and interferes with the child’s ability to make progress in the preschool program the educational team will work with the family to obtain additional community support

services such as counseling, behavioral support and special education services.

- If the child’s behavior continues and interferes with the health and safety of the other children, the child and family may be terminated from the preschool program.

#### 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 educators, families must also use active supervision techniques to ensure our environments are safe.

#### FAMILIES PLEASE:

- 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.
- 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.

#### REPORTING SAFETY CONCERNS

If your safety concerns are not addressed 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.cclld.ca.gov

Anyone has the right to review licensing reports and substantiated complaints pertaining to a preschool facility by contacting CCL. As stated in Title 22 Regulations, Section 101200:

Licensing has the authority to interview children or staff and to inspect and audit child care center records, without prior consent.

### EMERGENCY FORM

For your child's safety, the Emergency Form must remain current, notify the classroom teaching staff immediately of changes in your address, phone number, authorized representatives, child custody orders, or emergency contacts. Applicable current child custody court orders must be on file, and any updates or changes submitted immediately. Only authorized individuals listed on the emergency card may pick up a child from preschool. Adding an authorized individual **must be done in person**. Biological parents listed on the birth certificate will be able to pick up their child, unless current court ordered paperwork is included in the child's file.

### SIGN IN/SIGN OUT PROCEDURES

- Signing in and out is a required action, the primary source document for auditors and used to monitor attendance at the preschool. It is to 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 every day using their full name, first and last.

***(Separate COVID guidance will be shared regarding sign-in and out)***

- If the child was absent from care for a day they were scheduled to attend, the parent/guardian will notify the center the same day to inform teaching staff of reason for absence.
- ECP utilizes ChildPlus, an electronic attendance program. Authorized individuals will follow sign in and out procedures utilizing electronic signatures. ChildPlus automatically enters the time of day upon sign-in and out.

### 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.

### FAMILY INVOLVEMENT

Our staff of early childhood educators believe that families are their child's first teacher and welcome the opportunity to partner with families on behalf of their child's growth and development. As partners in your child's education, we value and welcome you to be active participants by communicating with staff on a daily basis, volunteering in the preschool program, and enriching each child's learning experience by sharing your knowledge, talents and culture. To ensure the health of all children and to meet our State Licensing requirement all family volunteers who interact with children other than their own, before volunteering, are required to have a TB Clearance. In addition, as of September 1, 2016, licensing requires that staff members and family

volunteers be immunized against influenza (waivers available), pertussis and measles.

### FAMILY ADVISORY COMMITTEE

The Parent/guardian Advisory Committee is involved in planning, developing and supporting the continuing growth of the educational program. Families who would like to participate in this committee are invited to contact their child's teacher, or the Early Childhood office at (530) 528-7366. All families are welcome to participate. Complete information regarding the meeting dates for the committee will be sent home during the first month of school. We hope that you take advantage of this opportunity and enjoy participation to the fullest.

### SUGGESTIONS FOR VOLUNTEERS:

- Upon arrival, check in with your child's teacher to ask how you can best support the children's learning and teaching staff.
- Review posted guidelines and suggestions for volunteers or ideas on how to best utilize your time in the classroom.
- When talking with the children, remember it is important to tell children what they can do instead of what they can't do. Use positive statements such as "Use walking feet when we are inside" instead of "Don't run!"
- Sitting or kneeling at the child's eye level encourages conversation and interaction.
- When the children are having difficulties with each other, stand back and watch---they may be able to settle it themselves. To avoid finding yourself in a difficult/uncomfortable situation, please alert teaching staff

to handle these types of situations between children.

- If a child is having difficulty with a task, watch and possibly offer a simple suggestion rather than doing it for the child.
- Encourage children to write their own name on their creations. Wash easels, sinks and tables.
- Straighten blocks, playhouse, and bookshelves.
- Check games and puzzles to see if all pieces are there and in place.
- Put children's work to go home in cubbies.
- Assist children with setting the tables
- Engage in conversation while sitting with children during mealtimes.
- Listen to children and encourage conversation among the children.

### TOYS FROM HOME

Toys brought from home are discouraged, with the exception of special share days. The preschool program has many appropriate materials for children. If your child has a special toy he/she is attached to, please talk to your child's teacher so that special arrangements can be made for your child.

### BIRTHDAY/HOLIDAY CELEBRATIONS

Regarding birthdays/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 acknowledged 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, and Easter) will not be celebrated in the traditional sense in our classrooms. Instead, celebrations will center on learning and non-holiday related content.

### CLOTHING

Please send your child to preschool in comfortable play clothes that are appropriate for messy play, outdoor play, and independent toileting. Please provide safe comfortable shoes. We have found that tennis shoes or sturdy sandals with a back strap are best.

**Each child should have an extra change of clothes left at preschool labeled with their name.**

### TOILETING

State Preschool classrooms are not equipped with changing tables. All families are asked to send their child in underwear and clothes that support independent toileting. If children have a bowel movement in their clothes, the parent/guardian will be called to change the child. If a child urinates in their clothes, the teaching staff will assist your child in changing into their clean clothes. If you have concerns about your child's ability to use the toilet independently, please talk with your child's teacher.

### NAP/REST (FULL DAY ONLY)

Sleep is a crucial part of healthy growth and development for children. When children sleep/rest their brains develop, they grow and heal. Regular naps/rest provide predictable routines and can help children cope with stimulating activities. In California, Community Care Licensing requires that ALL children enrolled in full-day

care be given the opportunity to nap/rest without distraction from activities at the center.

Children are given this opportunity to rest/nap daily. All children nap/rest for a minimum of 30 minutes. Each child will be assigned a cot and sheet for their use only. Soothing music will be played. After 30 minutes if there are children not sleeping an alternative activity will be provided.

The rest of the children may get up as they wake up or continue to sleep until 2:30 or 3:00 p.m. All children will be awake by 3:00 p.m. unless there are extenuating circumstances.

If your child does not nap, please share this with your child's teacher.

***Families provide children with a small pillow, blanket and a stuffed animal if applicable. These items are left at school and sent home on Fridays for washing. All items return to school on Monday.***

### NUTRITION

As early childhood educators, we have a great opportunity and responsibility to work with families to help preschoolers learn about nutrition and making good food choices. A nutritional component is included in our programs to encourage healthy eating from a young age. Our part-day and full-day preschoolers are served a well-balanced breakfast and/or snack during their time with us. Families of full day children send their child a daily nutritious lunch. Staying healthy is important for everyone, especially children.

## FOOD SERVICE PROVISIONS

Meals at some sites are prepared by the local school district food service personnel under the guidance of the National School Lunch Program and delivered to preschool classrooms. In some classrooms, food is prepared by staff following the Childcare and Adult Food Program Guidelines. All food is provided free of charge to enrolled children.

If your child has any food allergies or cannot eat certain foods for religious or personal reasons, please notify the teacher immediately. ***We must have a physician's statement on file if your child has food allergies and is unable to eat the food served.***

## MEALS: Children Arriving Late to School

If you are running late or planning to bring your child late to school, to ensure a meal for your child, you need to notify the teacher on or before the start of school so meals will be ordered for your child. If you do not call in, please feed your child before bringing him/her to school.

## HEALTH POLICY

Tehama County Department of Education State Preschools will not discriminate against any child based on their individual health needs. Tehama County Department of Education State Preschools will make reasonable modifications within classroom settings, to include children with specific health concerns including, but not limited to, epilepsy, asthma, diabetes, allergies, feeding tube, mobility impairments or any other health concern requiring reasonable modifications.

**Prior to starting school**, children requiring health plans (reasonable modifications) will be referred to our school nurse who will

work with the family, medical provider and staff to ensure proper training and protocols are put in place and followed. Families must provide all necessary health equipment for child to be successful in the school environment.

## 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.

## ILLNESS OF THE CHILD – Health Screening

Licensing requires a health check each day as the child enters school. Families are required to stay with their child during this time. When a child is absent due to an illness, a reason must be stated for the child's absence, i.e., cold, flu, fever, cough.

**Separate guidance will be shared regarding COVID-19 guidelines as related to illness.**

## COMMON SENSE IS THE BEST GUIDE

If your child is tired, cranky, or in general just does not feel well, please keep him/her home. If your child has had the flu within the past 24 hours, you must keep him/her home.

## SYMPTOMS THAT REQUIRE EXCLUSION FOR A CHILD:

- **Diarrhea** stool with the last 24 hours
- **Vomiting** within the last 24 hours
- **Rash** suspected as being contagious
- **Sore throat** with fever and swollen glands or mouth sores with drooling
- **Pinkeye:** Child on antibiotic for 24 hours and signs of infection gone
- **Lice:** Treatment of child and removal of all live lice and nits (within an inch

of the scalp). Daily lice check until there is no presence of nits.

- **Chicken pox:** Child is home about 7 days; all sores must be crusted over.
- **Other:** Viral and infectious illness require at least 24 hours of treatment or more depending on illness, before the child can return to school.

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. Conditions/illnesses suspected of being contagious will require a note from your doctor stating diagnosis, treatment, and the length of time your child needs to stay home. Children attending school will be considered well and will be expected to participate fully in the program, both indoors and out, unless there are specific medical restrictions for your child that are known to the staff.

## ATTENDANCE POLICY [Title 5, 18066]

### ABSENCES

When a child does not attend preschool on authorized days, the parent/guardian is required to indicate the specific reason for the absence and sign for each day of absence on the child's attendance record/DSSR.

### ABSENCE REASONS AND LIMITATIONS

#### Excused Absence: (A)

- Illness of enrolled child or parent/guardian (ailment, communicable disease, injury, hospitalization, or quarantine)
- Appointment of enrolled child or parent/guardian (doctor, dentist, mental health, social service, welfare, education, special education services, counseling, or therapy)

- Court-ordered visitation with a parent/guardian or relative, as required by law (court order must be on file).
- Family emergency or unplanned situations of a temporary nature (court appearance, death, accident, no transportation, dangerous weather conditions, hospitalizations of a family member, or illness of a sibling)

#### Best Interest: (A)

[Maximum of ten (10) days per fiscal year (July 1-June 30)]

- Vacation
- Visiting relative or friend
- Attending a party, school program/sibling field trip
- Religious observance, holiday, or ceremony
- Any absence parent/guardian determines to be in the best interest of child/family.

#### Unexcused: (U)

- Child did not feel like coming to school/care
- Parent or child overslept
- Abandoned services (no show or contact)
- After the 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

#### Non-Contracted Days: (N)

- Day that the parent/guardian does not have a need for service
- Center/Provider closed

- Child custody agreements (days that the child is not in the custody of the parent/guardian served by the program)

***Educators will call, no later than the end of the day if they have not heard from a family regarding their child's absence.***

*Please Note: Actual attendance is to be consistent with the certified services. Excessive absences can be considered abandonment of services and may result in termination from the ECP program. Excessive absences are those exceeding 25%, or more, of the authorized services.*

#### Excessive Absences

An attendance success plan must 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.

If you are not utilizing at least 75% of your certified hours.

1. Enrollment Specialist will reach out to you to explore your options.
2. If misuse continues, you will receive a written notice.
3. If misuse continues, you will be issued a Notice of Action and your child may be dropped from the program.

#### LATE POLICY

It is the family's responsibility to ensure that their child be picked up promptly at the end of the program day. If you find that you will be late, you are required to make arrangements with an authorized person (listed on your child's emergency card) to pick up your child and notify the teaching

staff regarding that change of person to pick up the child. This person must be prepared to show proof of identification with a photo ID before the child will be released. **Should you or your authorized person arrive late to pick up your child more than three times in a 30-day period, services may be discontinued.** Please be considerate of the teaching staff.

#### 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 from the last day of attendance.

#### DISENROLLMENT POLICY

Families will be issued a disenrollment Notice of Action (NOA) that will become effective 19-days if mailed or 14-days if hand delivered. The program may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

- Failure to abide by Participant Contract and Program Rules
- Absence of at least seven (7) consecutive days without parent/guardian making contact with staff
- Five (5) consecutive unexcused absences
- More than ten (10) unexcused absences in a fiscal year (July-June)
- Falsification or providing misleading information or inaccurate documentation.
- Failure to adhere to child attendance success plan
- Failure to use approved/certified care as agreed upon.
- Failure to follow late pick up plan of action



- Threatening, yelling, cussing or acting unethically toward any staff member.
- Violation of the Safe School & 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.

### RE-ENROLLMENT

Your family must re-enroll each school year to continue part day preschool services. As a returning family, you are given priority and your child's spot will be reserved until the end of April. You have until the end of April to complete the necessary paperwork and documentation to complete enrollment. After this time, your child's spot may not be guaranteed.

### RECERTIFICATION – FULL DAY

Full day families will receive a recertification notice 30 days prior to their recertification date. Families cannot be recertified until 12 months after their initial certification date. Families must complete their certification process within 50 days of their recertification date. Families must complete the necessary paperwork and provide the necessary documentation to complete their recertification.

### FAMILY FEES – FULL DAY ONLY

#### [Title 5, 18109]

Once a family's gross monthly income is determined, State Family Fees (fees) will be assessed. Fees are assessed based upon the state family fee schedule and determined by family size, income, part time, full time or variable certification. If it is determined that

the family has a fee, the fees are based on the child who is enrolled in services for the greatest number of hours. Fees are paid utilizing our School Pay Service. No adjustment shall be made for excused or unexcused absences.

The California Department of Education, Early Learning and Care Division develops a yearly fee schedule based on the State Median Income. Families will be assessed either a flat monthly full-time fee or part-time fee, based on hours of certified care.

Families with a certified need of 130 hours or less per month will be assessed a part-time fee while families with a certified a need of more than 130 hours per month will be assessed a full-time fee. Fees are charged for contracted hours agreed upon at the time of enrollment.

Family full day fees are due on the first of the month and will be considered delinquent seven (7) calendar days from the date the fees were due. A termination Notice of Action of delinquent fees will be issued to terminate services, nineteen (19) days if notice is mailed and fourteen (14) days if notice is hand delivered, from date of notice unless all delinquent fees are paid or a repayment plan is established before the end of the established period.

Paying fees late three times during the year may result in the issuance of a Termination Notice of Action.

**Access SchoolPay at <https://bit.ly/3dy8v2i>**

## CODE OF ETHICAL CONDUCT

All families must commit to demonstrate the following core standards/values during all interactions while enrolled in ECP.

- Communicate effectively in a calm manner.
- Be courteous
- Maintain order
- Show respect for 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 SCHOOLS & HARASSMENT POLICY

The following behaviors will not be tolerated and are prohibited at any of our sites.

- 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.

## FOOD & NUTRITION PROGRAM NON-DISCRIMINATION STATEMENT & 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, audiotape, 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](http://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](mailto: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 Street  
Red Bluff, CA 96080  
(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 reschedule the hearing date one 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: Hearing Decision

Hearing officer will send notification in writing, of decision within 10 calendar days after hearing. If parent disagrees with the written decision, they have 14 days from date of the written decision to file an appeal with the California Department of Education (CDE), Early Learning & Care Division (ELCD) located at 1430 N Street, Suite 3410, Sacramento, CA 95814. The appeal to CDE 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. Within 30 calendar days after the receipt of the appeal, ELCD will issue a written decision to parent and the agency. Once ELCD has rendered a decision, the decision is final.