

**University Preparation Charter School at
California State University Channel Islands**

El Jardín de los Niños de la Universidad



**2020-21
Parent Handbook**

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El Jardín Preschool Philosophy

The philosophy of UPCS preschool program, El Jardín, is built upon the belief that all children deserve to learn in an environment that embraces various learning styles, developmental needs, languages, and cultures. The program is designed to support students in second language learning and bi-literacy development. El Jardín believes all aspects of growth and learning are fostered through the development of the whole child. Children learn best through their interactions with friends, family, staff, and the environment. El Jardín implements a developmentally appropriate, research-based curriculum that promotes an integrative and effective approach to learning. Children's sense of joy and wonder is valued and enhanced as they work and play during child choice and teacher initiated activities. As children play in centers they develop cognitive skills such as language skills/vocabulary, problem solving, perspective taking, representational skills, memory, and creativity. In addition non-cognitive skills such as emotional self-regulation, social skills such as empathy, turn taking, and cooperation. El Jardín believes in developing strong home/school/family partnerships to integrate parents and staff as partners.

Mission Statement

El Jardín is a collaborative community of innovative learners who seek out developmentally appropriate challenges and persevere toward individual and shared goals. We provide multiple opportunities for students to thrive in a diverse and compassionate learning environment in order to achieve their highest potential.

Goals/Objectives

Social Emotional Development

- To experience a sense of self esteem
- To exhibit a positive attitude toward life
- To demonstrate cooperative pro social behavior

Cognitive Development

- To acquire learning and problem solving skills
- To expand logical thinking skills
- To acquire concepts and information leading to a fuller understanding of the immediate world
- To demonstrate skills in make-believe play
- To expand verbal communication skills

- To develop beginning reading skills
- To acquire beginning writing skills

Physical Development

- To enhance gross motor skills
- To enhance and refine fine motor skills
- To use all senses in learning

Model

El Jardín is a Dual Language program. UPCS currently provides dual language and language experience PK-8 instructional programs. In El Jardín, students will benefit from the high quality language models in Spanish and English provided by interactions between peers as well as adults. This model supports children with increased primary language skills as well as providing second language opportunities for both English and Spanish speakers. The window of opportunity for learning a second language begins in the preschool years. This program will provide an early opportunity for learning a second language in a 70/30 model (70% Spanish and 30% English).

Students participating in the preschool program may continue in the UPCS dual language program throughout their elementary schooling.

El Jardín will provide access to preschool for children who may otherwise not have the opportunity to attend. It is proven that attendance in a quality preschool program enhances school readiness. Research shows that mixing socio-economic groups has the most impact on narrowing the achievement gap.

Recent research shows that higher education levels for preschool teachers result in higher student achievement. Therefore a fully qualified preschool teacher with a bachelor's degree is the lead teacher. The co-teachers have Associate Degrees with a major in Child Development. All teachers and aides have specialized training in early childhood. New employees are provided an orientation to guide them to understand how agency policies relate to their respective job descriptions. We support continuous staff growth by assessing the needs of the staff and providing professional development activities as needed. Staff is evaluated annually.

The program will use the Creative Curriculum, a research based preschool curriculum. The Creative Curriculum will be used as the framework for the preschool program while addressing the California Department of Education Preschool Learning Foundations.

All children will be assessed within 60 days of enrollment and every 6 months thereafter using the California Desired Results Developmental Profile. All children will receive hearing, vision and dental checks.

The program meets licensing requirements and the California Dept. of Education Title 5 requirements.

Ages Served

El Jardín is licensed to serve 3 and 4 year olds in both the morning and afternoon programs.

Enrollment Capacity

El Jardín's preschool program enrollment capacity is specified and limited by the site license. The license is posted in the classroom. We allow a maximum of 24 students in the morning and afternoon program with 3 teachers (8:1 ratio).

Preschool Hours and Location

Both morning and afternoon programs operate Monday – Friday.

Morning – 7:50 am – 10:50 am

Afternoon – 11:50 am – 2:50 pm

The preschool is located in Room K1 of University Preparation Charter School at California State University Channel Islands. The school is located at 1099 Bedford Drive, Camarillo California 93010. The program runs 175 days during the school year.

Health and Safety

We share with you the responsibility of protecting your child and all children enrolled in our school. For this reason, we ask that you please keep your child at home if he/she has any symptoms of illness, particularly the beginnings of a cold or flu. We will notify you when your child has been exposed to a disease at the school, and ask that you would inform us if you are aware of exposure elsewhere.

We handle the following health and safety matters in these ways:

1. Minor injuries are cared for by the teachers or school health office.
2. Parents are notified of severe bumps, cuts, etc.
3. In case of an emergency, the parent will be called and the doctor listed on your registration form will be contacted whenever possible. A visit to a local hospital will be made only if you or your physician cannot be reached
4. If your child becomes ill during the day: We will isolate him/her from the group and call you to arrange for pick up as quickly as possible. We do not have facilities at the preschool sites for the care of a sick child for a long period of time, and a sick child really wants to be at home and with his/her family.
5. A child who has a fever or is vomiting or has persistent diarrhea, may not return to school until 24 hours after the condition has ceased.
6. Children wearing casts, using crutches, or recovering from a serious illness requiring hospitalization will be permitted to attend school with the written and signed permission of a physician.

Medications at School

The school requires a written request signed by a physician and parent/guardian and an adequately labeled bottle from the pharmacy before a pupil may receive oral medication at school. Forms are available upon request.

- Please note the physician's directions must match the directions on the RX bottle.

Communicable Disease

Children who are suffering, or appear to be suffering, from a communicable disease should not be in school. The child should remain out of school until he is free of symptoms or brings a note signed by a physician that the child is not in a communicable state. Please notify the school office if your child is being treated for a communicable disease.

Disaster Procedures

UPCS has an emergency care and disaster action plan in place. Each staff person has specific assignments that they are responsible for during an emergency. UPCS staff hold a certificate in first aid and adult/child CPR.

In the event of an emergency, please refer to your school handbook for specific instructions and procedures for your school site.

Health Services and Referrals

The El Jardín Program collaborates with the Pleasant Valley School District and other community agencies to provide family resources such as: dental, vision, and hearing screenings, referrals for family and District services.

~~We also require each child to have available at our school an emergency kit (which may be purchased for \$13.00 through our office). In addition, parents must provide a change of clothes labeled with the children's names. New emergency kits will be required each year to replace outdated kits~~

Please see your school site handbook for pick-up and drop-off procedures.

Immunization Requirements

Admission immunization requirements for school attendance are:

- POLIO - 3 doses
- MEASLES, MUMPS, RUBELLA - 1 doses (if taken after 16 months of age)
- DPT, and A- 4 doses
- TB TEST - 1 on entrance to be followed up after 2 years (These will be recorded on a card given out to the parent to fill out upon entering.)
- VARICELLA- 1 dose
- HIB- 1 dose after the 1st birthday
- Hep B- 3 doses

The **only** exemption for immunizations allowed after January 1, 2016, is a medical exemption. The following must be provided to the Pleasant Valley School District for a medical exemption: (California Health and Safety Code 120370)

1. A written statement from a California licensed physician on the physician's letterhead.
2. The licensed physician must be a licensed Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) only.
3. The physician statement must have the physical condition or medical circumstances of the child are such that the required immunization(s) is not considered safe for the child to receive.
4. The physician statement shall indicate the specific nature and probable duration of the medical condition.

5. The statement must include which immunization(s) will be medically exempted.
6. The statement shall include whether the medical exemption is permanent or temporary.
7. If the medical exemption is temporary than an expiration date needs to be provided.
8. Included is the student's name, date of birth, school of attendance, and grade level.
9. The written statement must be signed and dated by the licensed physician with license number, address, and phone number.

If there is good cause to believe that the child has been exposed to a disease, that child may be temporarily excluded from the school until the child is no longer at risk of development or transmitting the disease.

The California Department of Public Health, Immunization Branch has provided a Frequently Asked Questions regarding Senate Bill 277 at <http://www.shotsforschool.org/laws/sb277faq/>

Toileting

Children attending El Jardín must be fully toilet trained upon enrollment and capable of attending to their own personal hygiene needs independently. If the need arises for a child to change wet clothes, the child will be provided their change of clothes and may change in the bathroom under adult supervision. Please be sure to replenish your child's clothes as needed.

Holidays and Birthdays

El Jardín's philosophy includes respect for all families and the way in which they celebrate and honor their children and family traditions. The classroom will continue to follow the regular curriculum in order to provide a predictable and stable environment.

The classroom will celebrate birthdays by having the child prepare snack with their classmates. It is our policy that no special treats be brought in for a specific child. This ensures that all children are treated equally and the regular classroom routines are followed.

Our program does not allow food prepared outside of the school to be served.

Nutrition

Part of the preschool program is teaching healthy habits and introducing children to a variety of foods. Snacks are provided free of charge to all children, are served family style, and often incorporate ethnic foods that represent various cultures. All snacks and food will follow USDA food guidelines. El Jardín will promote healthy eating habits as part of the curriculum. Milk and water is provided with snack. Most snacks consist of a whole grain bread or crackers and a fruit or vegetable. The weekly menu is posted in the classroom in a place visible to families. Students with allergies are identified. A list is posted both in the snack preparation area and in a confidential folder near the snack table.

Adults may not bring food or special snacks from home or snacks that are purchased at the store. This includes food for birthday celebrations.

Personal Belongings

- A change of clothes must be kept at school. Please send the clothing in a gallon Ziploc bag with the child's name on the outside. Replenish as needed.
- No toys should be brought from home. Toys from home can be lost or damaged. Teachers will notify families of special sharing days. If your child must have a comfort item, they may leave it in his/her backpack. The school is not responsible for items brought from home.

Clothing

Play clothing is necessary in order for children to be uninhibited in their physical activities. Creative materials can be messy, so please dress your child accordingly. Closed toed-shoes must be laced and worn with socks: **No sandals, thongs, flip-flops**, etc. These are restrictive and dangerous to outside play.

We realize that accidents may occur and therefore you must provide a full set of **labeled** clothing for your child to change into. This should consist of one pair of pants or shorts (in the warmer months), one shirt, one pair of underwear, and socks. Be sure to label them in permanent ink. Please check often to make sure these are available and still fit correctly. If your child does not have a change of clothes in his /her cubby, you will be called to bring clothes.

In order to make it easier for children to use the bathroom by themselves, make sure they are dressed in clothing they can manage. Some buckles, snaps and belts

can be frustrating and may lead to accidents due to the difficulty level. Elastic waist pants are preferred. Overalls are not recommended.

Field Trips and Special Events

Field trips and special events are an integral part of our program and your child is encouraged to participate in them. Parents are welcome to attend any field trip or special event. You will be notified in advance of each field trip and asked to sign a permission slip before the day of the trip. Care will not be provided for those choosing not to attend.

Sign-In and Sign-Out Procedures

All children must be signed in and out. Children will be released only to adults authorized to pick them up as listed on the emergency card (California Department of Education Title 5 defines an adult as a person who is at least 18 years of age). Doors will open at 7:50 and 11:50. Children must be picked up promptly. If a child is absent, the parent must sign in upon their return and specify why they were out. The designated sign in form is to be used by each classroom on a daily basis. All parents will sign their children in and out each day noting the exact time of arrival and departure. Their legal signature must be used.

In case of the situation where a child will be picked up and returned during the day, the parent **MUST** sign out and in again on the same day.

In the event of an extreme emergency, El Jardín will require a written note and a phone call by a parent or legal guardian prior to pick-up time and the person picking up the child will be required to show a valid photo ID. We ask for your cooperation if you are asked for ID. If the staff doesn't know you, they will ask for ID to be certain we are releasing your child as you requested.

Names may be added or removed to the emergency card at any time. Phone numbers must be kept current.

El Jardín staff will follow the mandate of a written court order **ONLY** if the correct paperwork is on file. By law we cannot withhold a child from a biological parent unless legal action has been taken.

Staff will strictly enforce these procedures; no exceptions will be made.

Attendance

El Jardín is an educational preschool program. It is important for children to be on time and attend everyday. Young children depend on routines to structure their day. It is very difficult for young children to enter the classroom after the program has begun. If your child will be out, please inform the school office first thing in the morning. The El Jardín calendar is closely aligned with the UPCS. Exceptions are noted in the attached calendar. **Excessive unexcused absences and tardies may result in your child being suspended or terminated from the program. Five (5) unexcused absences is considered excessive.**

Excused absences include:

Illness:

1. Child illness
2. Parent illness
3. Dental, doctor, or therapy appointments

Court Ordered Visitation:

1. Court Appearances
2. Court ordered visitation

Family Emergency:

1. Bereavement
2. Family service appointments (WIC, etc.)
3. Family emergencies
4. Transportation difficulties (**5 per school year**)

In addition, your child is allowed 10 days of excused absences in his/her “best interest”. These days include:

Best Interest:

1. Vacation
2. Out of town
3. Observance of a religious holiday
4. Stayed with parent/relative not living in the home.
5. Other reasons which are clearly in the best interest of the child

Unexcused absences include:

1. Overslept

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2. Chose not to bring child
3. Bad weather

Policy on Discipline

At the El Jardín Program, positive reinforcement is the main form of discipline. Positive behavior is acknowledged, thereby creating a positive way of thinking for each child. Limits, both inside and out, are clearly established and when necessary, redirection will be initiated for any child taking advantage of a rule.

In general, rules are made by the staff and children. Discipline is designed to promote the development of self-direction, self-control and socially acceptable behavior. This is accomplished through sensitivity, consistency, firmness, and follow-through.

We will not physically discipline a child in any manner.

The following behaviors are not acceptable:

1. Disrupting the program.
2. Endangering the health or safety of children, staff, or other adults.
3. Continuous refusal to follow acceptable rules of behavior.
4. Habitual use of profanity, vulgarity, or obscenities.
5. Leaving the center without permission.
6. Theft or damage of center property.
7. Possession or use of illegal substances.
8. Inappropriate sexual conduct.
9. Possession of any weapons.

When a child has not been meeting the behavioral standards of our program, the following steps will be taken:

1. The teacher will discuss the situation, feelings, and alternatives with the child.
2. The behavior will be documented, along with what provoked the behavior, and what the teacher did to modify the behavior. A behavior note will be sent home to the family.
3. If the behavior continues (3 or more occurrences of the same behavior), a behavior evaluation will be completed by the teacher and implemented for two weeks.
4. The family and Program Director/Site Supervisor will be notified of the issue.

5. If the behavior continues after the behavior evaluation has been implemented and monitored for two weeks, a Behavior Intervention Plan 1 will be created by the teacher and shared at a meeting with the family, teacher, Director/Site Supervisor. The plan will be implemented for two to three weeks. A follow-up meeting will be held with the family, teacher, and Director/Site Supervisor to discuss the outcome of the behavior intervention plan.
6. If the behavior continues, a Behavior Intervention Plan 2 will be developed with a team comprised of the family, teacher, and Director/Site Supervisor. The plan will be implemented for two weeks. At the end of the two weeks, the team will reconvene to review the data collected and come up with next steps.
7. If the problem is not resolved, the situation will be analyzed and the child may be removed from the program. *At any time, if the child's behavior threatens the safety or well-being of the other children, himself/herself, or staff, the parent will be notified and expected to pick up the child within one hour. Extreme or violent behavior may result in immediate removal from the program for an unspecified amount of time to be determined on an individual basis.* A family, child, staff meeting must be held prior to the child returning to the program. Family/child's failure to comply with the above policies may result in termination from the program.
8. Termination from the program will be considered in extreme situations after all reasonable interventions and resources have been exhausted.

Parent Involvement

Parents are the child's first teacher. Research shows that when families and schools work together it benefits the child. The following activities help provide communication between home and school.

- Expected orientation to review the curriculum, calendar, policies, and volunteer opportunities
- Parents will receive regular information via *ParentSquare* regarding weekly activities, general reminders, and special events
- Parent participation in the classroom is strongly encouraged. Please feel free to spend time with your child in the classroom at the start of the day and to volunteer in the classroom at any time.
- Parent education workshops will be offered on a regular basis.

- The Desired Results Developmental Profile will be used to track children's social, cognitive, and physical development. Parent's input is a necessary component of this assessment. Results will be used to plan and conduct age and developmentally appropriate activities for children. Results will be shared at parent conferences or upon parent request
- Parent-teacher conferences will be held twice a year.
- Please communicate any concerns, changes in the child's routine or other information that may alter their school experience.
 - Please let us know what cultural information, hobbies, skills, and/or talents you have that can be shared in the classroom.
 - Parent newsletters will be sent home weekly.

Families are expected participate in conferences, parent education and become acclimated to the school environment. Research shows that families who feel more comfortable in the school environment and who participate in school activities increase their child's readiness for school.

Open Door Policy

El Jardín has an open door policy for parents and guardians of children enrolled in the program. Parents and guardians, upon presentation of identification, have the right to enter the child care facility in which their child(ren) are receiving care. The Open Door Policy is limited to normal operating hours while their child(ren) is receiving care. Parents that volunteer regularly must have required vaccinations up to date. Please see preschool teacher for more information.

The law authorizes the program to deny access to a parent or guardian under the following circumstances:

1. The parent or guardian is behaving in a way which poses a risk to the children and or staff in the facility
2. The adult is a noncustodial parent and the facility has been requested in writing by the custodial parent (court order) to not permit access to the noncustodial parent

Non-discrimination Policy

In accordance with the California Laws relating to minors, no child will be refused admission based on age, sex, sexual orientation, gender, race, ancestry, ethnic

group identification, religion, national origin, or color or mental or physical disability.

The program welcomes children with disabilities and understands the requirements of the American with Disabilities Act (ADA) and makes and implements reasonable accommodations for children with disabilities

State law prohibits any form of religious instruction or worship within the classroom or program.

Eligibility and enrollment are in accordance with state priorities.

Extracted From Education Code - Staff Protection

Willful Interference with Classroom Conduct

44810. In keeping with our philosophy of respect for all individuals, we will not tolerate verbal or physical abuse by anyone (adults or children) towards other (adults or children.) Parents of children in the program who are physically or verbally abusive toward children or adults on the school grounds will be jeopardizing their children's enrollment in the program. This behavior will cause termination of the child's enrollment. Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school, who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor, and is punishable by a fine of not less than one hundred dollars (\$100) nor more than one thousand dollars (\$1,000), or by imprisonment in the county jail for not more than six months, or both. (added by Stats. 1983, Ch 1092)

Insults and Abusing Teachers

44811. Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding \$100, by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise lawful employee concerted activity,

including, but not limited to, picketing and the distribution of handbills (Am. 1988, Ch. 762)

State Right of Inspection Authority

(a) Section 101195 INSPECTION AUTHORITY OF THE DEPARTMENT OR LICENSING AGENCY

(b) The Department of licensing agency shall have the authority to interview children or staff, and to inspect and audit child or facility records without prior consent.

(1) The license shall make provisions for private interviews with any child(ren) or any staff member; and for the examination of all records relating to the operation of the facility.

i. The Department or the licensing agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).

ii.

Complaint Policy

It is the intent of El Jardín preschool to fully comply with all applicable state and federal laws and regulations. Any individual who believes they have been the victim of discrimination or unfair practice by the program may file a complaint. All complaints filed against the program will be investigated in accordance with state law. Complainants are advised to request a copy of the programs compliant/appeal procedures from the Executive Director.

Complainants also have the option of contacting the California Department of

California Department of Education
Child Development Division
Complaint Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814

UPCS Uniform Complaint Policy/Procedures

The Governing Board recognizes that UPCS is primarily responsible for complying with applicable state and federal laws and regulations governing educational

programs. UPCS shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with UPCS's uniform complaint procedures. The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; and 5) unlawful imposition of pupil fees for participation in educational activities in public schools.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to Human Resources who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. A complainant may appeal the decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulation exists; including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies

may be available. Contact the UPCS Office for additional information or assistance. The Governing Board designates the Executive Director or Designee to receive and investigate complaint sand ensure district compliant with law.

Sexual Harassment Policy

The Governing Board is committed to maintaining a learning and working environment that is free from harassment. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both Federal and State Law. Therefore, the Ventura County Board of Education prohibits sexual harassment in all schools and facilities within the organization. UPCS regards sexual harassment as improper, immoral, illegal, and such actions will not be tolerated. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidents of sexual harassment, please contact the UPCS Office (EC 231.5, EC 48980)

Registration

Families will be notified both by mail and by phone if their child is selected to attend El Jardín. Upon notification parents must contact the school office for a list of required documentation to enroll their child in preschool. At the time of enrollment families will be given a letter to sign accepting enrollment. The letter will designate if the child is enrolled in State Preschool, has a First 5 scholarship or must pay a fee.

Children must be 3 years old before the first day of the year enrolled. Admission is determined through a lottery process with priority given to siblings of UPCS K-5 students, children and children of UPCS/CSUCI faculty. All children must complete the school registration process. Children will be selected for the State Preschool Program according to required admission priorities and must turn 3 on or before the first day of the year enrolled.

State Preschool Information

El Jardín State Preschool is funded by the California Department of Education, Child Development Division to subsidize families for the State preschool program. The California Department of Education, Child Development Division Regulations requires that families requesting to receive state funded preschool or childcare services provide certain information and documentation. This information is confidential and necessary in order to process your application and to establish eligibility.

Provided you meet the requirements to qualify for State Preschool and your child is at least three years old on or before the first day of the school year he/she is enrolling, your child(ren) will be placed on an eligibility list only after all intake forms and necessary documentation has been received and certified by UPCS staff as follows:

Eligibility and Need

Children shall be eligible for subsidized services if their family meets one or more of the criteria specified by the California Department of Education.

Eligibility is based on documentation and verification of at least one of the following:

1. Homeless
2. Recipient of child protective services or at risk of neglect, abuse, or exploitation
3. Current cash aide recipient (categorically eligibility for CalWORKS Stage 2 (C2AP)
4. Income eligible

Families receiving part-day, part-year services shall meet both the eligibility criteria and the need criteria as specified below.

Documentation of Homelessness

If the basis of eligibility stated on the application for services is homelessness, the documentation of homelessness shall include a written referral from an emergency shelter or other legal, medical or social service agency; or a written parental declaration that the family is homeless and a statement describing the family's current living situation.

Child Protective Services

If eligibility and need are based on child protective services, then a written referral from a county welfare department, child welfare services worker is required, dated within the six (6) months immediately preceding the date of application for services certifying that:

1. The child is receiving child protective services and that child care and developmental services are a necessary component of the child protective services plan; and
2. The probable duration of the child protective services plan; and
3. The name, address, telephone number, and signature of the child welfare services worker who is making the referral.

Families receiving part-day, part-year services because the eligible child is receiving child protective services shall be recertified at least every twelve (12) months. Recertification must be completed prior to the date identified on the child protective services referral as the duration of care. Families may continue to receive part-day, part-year services for child protective services children as needed, if the county welfare department, child welfare services worker certifies that the family continues to receive child protective services and that the child care and development services are part of the case plan or if the family meets other need and eligibility criteria.

At Risk of Abuse, Neglect, or Exploitation

If eligibility and need are based on the child being at risk of abuse, neglect, or exploitation, then a written referral from a legally qualified professional from a legal, medical, social service agency or emergency shelter is required, dated within the six (6) months immediately preceding the date of application for services certifying that:

1. The child is at risk of abuse, neglect, or exploitation and that the family needs child care and development services; and
2. The probable duration of the need for child care and development services; and
3. The name, business address, telephone number, and signature of the legally qualified professional from the legal, medical, or social services agency, or emergency shelter that is making the referral and information that identifies the agency or shelter with whom the individual is associated. (Legally qualified professional means a person licensed under applicable

laws and regulations of the State of California to perform legal, medical, health or social services for the general public. 5CCR Section 18078 (l)

Families receiving part-day services because the eligible child is at risk of abuse, neglect or exploitation are limited to receiving child care and developmental services for up to three (3) months. The family can continue to receive child care and developmental services based on any of the following reasons:

1. The child is receiving protective services and child care and developmental services are part of the case plan.
2. The family meets other need and eligibility criteria pursuant to California EC 8263(a).
3. The county child welfare agency certifies that child care services continue to be necessary.

Cash Aid Recipient

If eligibility and need are based on Cash Aid recipient, documentation is required by providing one of the following:

1. Receipt of Cash Aid
2. Passport to Services
3. GEARS
4. CalWin

Documentation of Income

If the basis of need is based on income, the parent is responsible for providing documentation of the family's total countable income, and the contractor is required to verify the information.

Documentation of Employment

If the basis of need is employment of the parent(s), the documentation of the parent(s) employment shall include the days and hours of employment.

Documentation of Self-Employment

If the parent is self-employed, the documentation shall consist of parent provided information that consists of the following: a declaration of need under penalty of perjury that includes a description of the employment and an estimate of the days and hours worked per week. Days and hours worked per week can be

demonstrated by one or more of the following: appointment logs, client receipts, job logs, mileage logs, a list of clients with contact information, or similar records, and as applicable, a copy of a business license, a workspace lease, or a workspace rental agreement. El Jardín shall assess the reasonableness of the total number of days and hours requested per week based on the documentation provided.

Documentation of Seeking Employment

If the basis of need is seeking employment, the parent's period of eligibility for child care and developmental services is limited to 60 consecutive working days unless employment is found, at which time the balance is available for the remainder of the contract period. Services shall occur on no more than five days per week and for less than 30 hours per week. Documentation of seeking employment shall include a written parental declaration signed under penalty of perjury stating that the parent is seeking employment and shall include the parent's plan to secure, change, or increase employment and shall identify a general description of when services will be necessary.

Participation in Vocational Training

If the basis of need is vocational training, the parent shall provide documentation of the days and hours of vocational training to include:

1. A statement of the parent's vocational goal.
2. The name of the training institution that is providing the vocational training.
3. The dates that current quarter, semester, or training period, will begin and end.
4. A current class schedule or document that includes all of the following; the classes in which the parent is currently enrolled, the days of the week and times of day of the classes and the signature or stamp of the training institutions registrar.
5. The anticipated completion date of all required training activities.

Upon completion of a quarter, semester, or training period, the parent will provide a report card, a transcript, or other record to document that the parent is making progress.

A parent shall report any changes in his or her class schedule related to the days and times of any class, including withdrawal from a class, within five calendar days of requesting the change from the institution.

Documentation of Seeking Permanent Housing

If the basis of need as stated on the application for services is seeking permanent housing for family stability, the parent's eligibility for child care and development services is limited to sixty (60) working-days during the contract period. Services shall occur on no more than five days per week and for less than thirty (30) hours per week. The period of eligibility shall start on the day authorized by El Jardín Preschool Program and extend for sixty (60) consecutive working days. Documentation shall include a written parental declaration signed under penalty of perjury that the family is seeking permanent housing. The declaration shall include the parent's search to plan to secure a fixed, regular, and adequate residence and shall identify a general description of when services will be necessary. If the family is residing in a shelter, services may also be provided while the parent attends appointments or activities necessary to comply with the shelter participation requirements.

Documentation of Parental Incapacity

If the basis of need as stated on the application for services is parental incapacity, child care and development services shall not exceed 50 hours per week and documentation shall include a release signed by the incapacitated parent authorizing a legally qualified health professional to disclose information necessary to establish that the parent meets the definition of incapacity. The documentation of incapacity provided by the legally qualified health professional shall include:

1. The days and hours per week that services are recommended to accommodate the incapacitation. This may include time for the parent's regularly scheduled medical or mental health appointments.
2. The probable duration of the incapacitation; and
3. The name, business address, telephone number, professional license number, and signature of the legally qualified health professional who is rendering the opinion of incapacitation and, if applicable, the name of the health organization with which the professional is associated.

El Jardín Preschool Program may contact the legally qualified health professional for verification, clarification, or completion of the provided statement.

Enrollment Updating

You must inform the office within 5 days if you move, change of address, phone numbers, employment, income, ~~change jobs, or lose your job~~. Let us know

~~immediately of any~~ family ~~status-size~~, or work information ~~changes~~. Failure to do Families will be recertified at least once every twelve months. At the time of recertification, you will be required to provide current income documentation and other supporting documentation as requested. If you have current court orders we must keep a copy in our files.

Priority and Waitlist

Eligibility is established at the time of enrollment. First priority is given to children receiving Child Protective Services and also for children at risk of abuse, neglect or exploitation. Second priority is given to eligible four year olds. Third priority is given to eligible three year olds. Within these priorities, families with the lowest adjusted gross monthly income in relation to family size shall be admitted first regardless of length on waiting list.

Documentation and Determination of Family Size

The parent shall provide supporting documentation regarding the number of children and parents in the family and proof of the names and birth dates of all children under the age of eighteen (18) in the family, whether or not the program serves them. Supporting documentation may be one of the following: birth certificate, child custody court order, adoption documents, foster care placement records, school or medical records, county welfare department records, or other reliable documentation indicating the relationship of the child to the parent.

When only one parent has signed the application for service and the information provided indicates the child in the family has another parent whose name does not appear on the application then the presence or absence of the other parent must be documented by one of the following:

- records of marriage, divorce, domestic partnership or legal separation
- court-ordered child support; rental receipts or agreement contracts
- utility bills or other documents for the residence of the family indicating that the parent is the responsible party
- any other documentation, excluding a self declaration to confirm the presence or absence of the parent of the child.

Fees and Scholarships

Fee Based Service

Tuition fees are \$5000 a year for a.m. and p.m. students who do not qualify for a scholarship.

- Fees may be paid annually, quarterly or monthly if desired.
- Tuition fees are established at registration.
- Tuition is prorated so that you pay the same amount each month August through May even when breaks occur.
 1. Monthly tuition is due on the first of the month. Tuition is considered late if not paid by the 5th of the month. All payments made on or after the 6th are considered late. A late fee of \$20.00 will be added to all late payments and all late payments must be made before the end of the month. ~~If that occurs, a Notice of Action to terminate services in two weeks. Written notice is will be issued given to the parent by the agency Director stating the amount of unpaid fees, or daily rate, and the period of delinquency. A \$20 late fee will be added to your bill on the 11th day of each month. After 14 days you will receive a "Notice of Action to Terminate Services" and will~~ Services will be terminated if the balance is not paid in full or a reasonable payment plan arranged. If circumstances arise that cause you to have difficulty making your payment, please call us as soon as possible. We are happy to make payment arrangements.
- Checks should be made payable to University Preparation Charter School at CSUCI.
- Please pay tuition in the front office.
- No tuition credit is given for vacations or absences.
- If school is cancelled for any natural disaster or other uncontrollable reason, the school will be unable to make refunds and the makeup days are at the discretion of the school.
- A \$20 fee will be applied to returned checks
- After two returned checks you will need to pay with cash or money order

Students on Scholarship

- The California Department of Education, Child Development Division, funds state preschool during the a.m. session. The cost of state preschool is based on financial need and/or qualification. Families are required to submit proof of all monthly income.
- The First 5 of Ventura County provides scholarships for 5 students in the pm program. If your child qualifies for free and reduced lunch they may

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receive a scholarship when scholarships are available. There is a share of costs based on income qualification.

Confidentiality

El Jardín's policy pertaining to confidentiality of family records is as follows:

1. Maintenance of eligibility and family service records in secured files.
2. Limited access to the above information.
3. Release of information from family records.
4. Need for written permission to use photographs of children for purposes outside the program, to release confidential information, and to allow children to participate in research.

As a classroom volunteer, you may observe situations which cause you to have concern for a child or family. Please share these observations only with the classroom teachers. Every family has a right to privacy, and informal conversations with another parent or volunteer regarding a child may be a violation of that right.

Termination of Services

If a family is terminated for failure to follow El Jardín's policies and procedures and/or state guidelines, services will be terminated for a minimum of one year from the date of termination.

While we always hope that we can serve all families without the need for termination, there are times when termination is necessary. ~~However, keep in mind that Ocean View Early Education School bears the responsibility of ensuring that our parents are fully aware of their rights and responsibilities to the program in order to avoid termination.~~

The following are examples of reasons services may be terminated:

- Failure to report any of the following information within 5 days:
 - Information regarding wages
 - Loss or change of employment
 - ~~Failure to report~~ Changes in family size ~~within 10 days~~. This father and/or mother living in the home, and children leaving the home.
 - ~~Failure to report~~ class changes, ~~dropping of classes,~~ and /or ending of a training program for which you are ____ receiving childcare services ~~within 10 days of change~~.

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- Failure to provide requested documentation in response to an *Incomplete File Notice* by the date indicated on the notice.
 - Providing fraudulent information to establish initial or ongoing eligibility, or to ~~obtain no family fee or~~ lower family fees.
 - Failure to pay assessed tuition or other assessed fees ~~as requested on time.~~
 - Receiving more than three Notices of Action for Termination of Services for Delinquent Fees within one fiscal year.
- ◆ *Failure to comply with any other regulation set forth by the California Department of Education, Child Development Division.*

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**Facing the Facts:
A Parent's Guide to the Understanding of
Child Sexual Abuse**

What is Sexual Abuse?

The sexual abuse of a child occurs whenever any person forces, tricks, or threatens a child in order to have sexual contact with him or her. This contact can include such “non-touching” behaviors as an adult exposing himself or asking a child to look at pornographic material. It includes behaviors ranging from the sexual handling of a child (*fondling*), to actual genital contact, to intercourse, to violent rape. In all instances of child sexual abuse, the child is being used as an object to satisfy the adult’s sexual needs or desires.

Candy is my best friend. I play at her house a lot. Today her daddy asked us to look at some pictures. They were many pictures of people with no clothes on. He said, “Doesn’t that look like fun”? I didn’t think so, but I said, “Yes.”

Who Gets Sexually Abused?

Any child of any age is potential victim of sexual abuse. Some important facts to keep in mind:

- Although a majority of adults do not sexually assault children, most sexual abuse occurs with an adult the child knows and trusts.
- Most sexual abuse goes unreported and undetected.
- Although we do not have exact numbers, some studies have found that one out of every four girls and one of every ten boys become victims of child sexual abuse by the age of eighteen.
- Children often keep sexual abuse a secret.

When Mommy goes to work, I stay at Mrs. Jenkin’s house. I wish I didn’t have to. Mommy says Mrs. Jenkins is a real nice lady, but Mrs. Jenkin’s son, Ralph, sometimes makes me do bad things. Yesterday he made me take off my underwear, and he put his finger in my “privates.” He said, “You better not tell!”

How Can You Determine If Sexual Abuse Has Taken Place?

First and foremost, if your children confide that they have been sexually assaulted, believe them! Children very seldom lie about such a serious matter. Also, be aware that most sexual abuse does not result in the child being violently attacked or hurt physically. Often there is no physical evidence a child has been molested. Fondling, involvement in child pornography, and oral sex usually present no physical signs of abuse. But, if a child has been physically harmed as a result of sexual abuse, the following may be signs of this occurrence:

- A discharge from the vaginal area or penis
- Injury to the genitals or anus
- Pain, itching, or bleeding in the genital or anal area
- Discomfort in walking or sitting
- The discovery of a sexually transmitted disease

Children, especially very young children, are many times unable to verbalize that they have been molested. The following are some indicators that sexual assault may have taken place:

- Nightmares and sleep disturbances.
- Bedwetting
- Fear of certain places or certain people (such as a day care center or a friend)
- Loss of appetite
- Clinging to parent more than usual
- Behaving as a younger child (such as an older child sucking his or her thumb)
- Unexplained changes in behavior at school, day care, or in relations with peers
- Withdrawal
- Acting out the abuse with dolls, friends, or through drawings
- Excessive masturbation

Keep in mind that although these are the most common signs of sexual abuse, there may be other causes for these changes. However, sexual abuse **should not** be ruled out as a possibility.

What Can You Do to Prevent Sexual Abuse?

You teach your children many safety rules. You tell them to look both ways before crossing the street, what to do if they get hurt, not to talk to strangers, and so on. Discussions related to sexual abuse prevention can be included in this normal teaching process. Your children need not be made afraid or suspicious of all adults in order to accomplish this. You don't even have to talk to very young children about sex if you don't want to. Simply make your children aware that if someone touches them or does **anything** that makes them uncomfortable, they should report it to you or another adult they trust. You can teach your children they have the right to say "No" if asked to do something that makes them uncomfortable, even if the person who asks is a relative or close friend. Use words your children understand. Let them know they can come to you to talk about anything that's upsetting to them. Answer any questions your children may have and be calm and matter-of-fact.

Other Things Parents Can Do to Lessen the Risk of Sexual Abuse

- Know where your children are and what they are doing.
- Know who is with your children. Get to know any adults or older children that have regular contact with your child.
- Check out fully any babysitters or day care providers. Ask for references and then check them. Do not use child care settings which prohibit drop-in visiting. Visit your child's day care facility frequently and observe the daily activities.
- Talk with your children about the day's activities. Be observant of anything they say or do that seems out of the ordinary.

Uncle Bill takes me lots of places and buys me ice cream and stuff. But sometimes I don't feel good when he makes me touch his 'thing.' I want to tell mom, but I'm scared she'd get mad."

What If You Discover Your Child Has Been Sexually Abused?

Children's reactions to being sexually abused differ greatly from child to child because of the child's age, his or her personality, the nature of the offense, the offender's relationship to the child, and adult reactions to the discovery of the abuse. Sometimes children do not appear overly upset of the abuse. Often they are confused or frightened by what they have encountered. You, as a parent, play an important part in how the abuse will affect your child both in the short and long term.

- **Believe** your child; reinforce the fact he or she is **not** to blame for what happened.
- Immediately report the abuse to the proper authorities.
- Assure your child that you still love him or her.
- Allow your child to talk about the incident(s), but do not pressure him or her to do so.
- Let your child know that he or she will be protected from further assault. Protection of your child should be your **first** concern.
- Seek medical care if you suspect any sexual abuse may have occurred. Although children are rarely seriously damaged physically by sex offenders, internal injury may have occurred and the risk of a sexually transmitted disease must be considered. Discuss any possible medical complication with your physician.
- Be aware of your own feeling concerning the abuse. Although you may have many feelings including shock, anger, and disbelief, make sure your child understands your feelings are not aimed at him or her.

Just Sexual Abuse?

Be aware of other forms of abuse, especially if your child is left in the care of others. Make a habit to examine your child's body. (*This can be done in a casual manner while dressing or bathing.*) Question any unusual marks, bruises, burns, welts, etc. Remember that you have the primary responsibility for your child's well-being. With a little time and effort you may prevent your child from being injured in an abusive situation.

Contacts and Services For your information, the following chart shows what agencies may assist you in specific areas as listed below	Agency to Telephone		
	Police or Sheriff	County Department of Children's Social Services	State or Local Division of Community Care Licensing
If you believe a child is being (or has been) abused by an individual (relative, friend)	x	x	
If you believe a child has been assaulted by a stranger	x		
If you believe a child is being (or has been) abused in a licensed day care setting (child care center, school, recreational facility, family day care home)	x		x

If you have any questions or complaints concerning the licensing, organization, staffing, or programs of a licensed child care setting.	x		x
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While everyone should report suspected child abuse and neglect, the California Penal Code provides that certain professionals and laypersons **must** report suspected abuse to the proper authorities. The mandated reporters include:

Any child care custodian, teachers, licensed day care workers, foster parents, and social workers.

Medical Practitioners (physicians, dentists, psychologists, nurses)

Non-medical Practitioners (public health employees, counselors, religious practitioners who treat children)

Employees of a child protective agency (sheriff, probation officers, county welfare department employees)

Failure to report suspected abuse by a mandated reporter (listed above) within 36 hours is a misdemeanor punishable by 6 months in jail and/or a \$1,000 fine.

CHILD ABUSE PREVENTION INFORMATION RECEIPT

This will acknowledge that I/We, the parent(s) of

Information only

Child's Name

have read "Facing The Facts: A Parent's Guide to the Understanding of Child Sexual Abuse."

Signature of Parent(s)/Guardian(s)

Date

NOTICE

Parent's Rights Instructions:

This form is intended to meet the requirement of California Health and Safety Code Section 1596.857 which requires that parents or guardians be informed of their right to enter and inspect the child care facility in which their child is receiving care. The facility is also required to post notice of this right in an area accessible for viewing. The child care facility is required to give the parent or guardian this form and complete and detach the bottom section of the form and maintain in the child's file to document proper notification.

1. Parents/guardians, upon presentation of identification, have the right to enter and inspect the child day care facility in which their child(ren) are receiving care, without advance notice to the provider. Entry and inspection is limited to the normal operating hours while their child(ren) is receiving care.

2. The law prohibits discrimination or retaliation against any child or parents/guardians for exercising their right to inspect.
3. The law requires that parents/guardians be notified of their rights to enter and inspect.
4. The law requires that this notice of parent's rights to enter and inspect be posted in the facility in a location accessible to parents/guardians.
5. The law authorizes the person in charge of the child day care facility to deny access to parents/guardians under the following circumstances:
 - The parents/guardians are behaving in a way which poses a risk to children in the facility.
 - The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent.

This form is to be retained in the child's file.

PARENT'S RIGHTS

This will acknowledge that I/we, the parents of

Information Only

have received a copy of "PARENT'S RIGHTS" from the licensee or authorized representative of **Pleasant Valley School District Preschool Program.**

Signature of Parent(s) Guardian(s)

Date

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

PERSONAL RIGHTS Child Care Centers

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

(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone

number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.

(5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.

(6) Not to be locked in any room, building, or facility premises by day or night.

(7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Community Care Licensing

NAME

6500 Hollister Ave.

ADDRESS

Goleta, CA

93117

(805) 682-7647

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE: PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to: Pleasant Valley School District 600 Temple Avenue, Camarillo, CA 93010.

Information Only

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE) LIC 613A 8/08)

ATTACHMENT A: Countable Income

Countable income shall include but not limited to:

- Gross wages
- Salary Advances
- Commissions
- Overtime
- Tips
- Bonuses
- Gambling/lottery winnings
- Wages for seasonal work
- Public cash assistance
- Self-employment income
- Disability
- Workers compensation
- Unemployment
- Spousal support
- Child support received
- Financial assistance for housing or car payments
- Survivor and retirement benefits
- Dividends,
- Interest on bonds
- Income from estates or trusts
- Net rental income or royalties
- Rent for room within the family's residence
- Foster care grants, payments or allowances,
- Financial assistance received for the care of child living with an adult who is not the child's biological or adoptive parent.
- Veterans pension, pensions or annuities,
- Inheritance
- Allowance for housing or automobiles provided as part of compensation.
- Portion of student grants or scholarships not identified for educational purposes;
- Insurance or court settlements for lost wages or punitive damages
- Net proceeds from sale of real property,
- Stocks
- Inherited property; or other enterprise for gain.