



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

**El Jardín de los Niños de
la Universidad
2017-18
Parent Handbook**



El Jardín Preschool Philosophy

El Jardín incorporates the mission of University Preparation Charter School at CSUCI: supporting 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 in a multiage setting. 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 learning to cooperate are developed. El Jardín believes in developing strong home/school/family partnerships to integrate parents and staff as partners.

Goals

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.

Preschool Hours

The morning session is from 7:50–10:50 a.m. Monday through Friday. The afternoon session is from 11:50-2:50 Monday, Tuesday, Wednesday and Friday. (**NO** afternoon class on Thursday.) The preschool is located in Room 22 of University Preparation Charter School at California State University Channel Islands. The school is located at 550 Temple Street, Camarillo California 93010.

Sign-In and Sign-Out Procedures

All children must be signed in and out. Children will be released only to persons authorized to pick them up as listed on the emergency card. 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.

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. El Jardín follows the same calendar as UPCS. Exceptions are noted in the attached calendar. Excessive absences and tardies can lead to cancellation of registration for your child in our preschool program.

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.

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

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 by August 16. 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 4 on or before August 16th of the year enrolled.

Fees and Scholarships

Tuition fees are \$3750 a year for a.m. students, \$3000 a year for p.m. students.

- 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.
- Monthly tuition is due on the first of the month. Payments will be considered late if received by the 5th of the month.
- 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.
- 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. Please see the State Preschool addendum for details and requirements. In order to receive a State Preschool slot, you must apply and qualify.
- The Pleasant Valley NFL provides scholarships & financial aid. If your child qualifies for free & reduced lunch they automatically receive a scholarship when scholarships are available.
- Payments are due on the first Monday of every month. There will be additional fees for late, missing, and/or delinquent payments.

Orientation and Parent Meetings

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
- 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 on the same schedule as the elementary school.
- 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.

Health and Safety

In case of accidental injury or illness, a parent or guardian will be contacted.

- Please keep the emergency information card up to date. Children will be released only to persons authorized to pick them up as listed on the emergency card.
- Prescribed medication will only be given by the health technician with signed permission. Medication must be in the original container.

Toileting

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.

Personal Belongings

To ensure a smooth transition from home to school please consider the following:

- Please think of your child's comfort. Provide simple clothing free of complicated fasteners. Children are actively involved in hands-on experiences that are frequently messy and clothing can become stained.
- Shoes must be worn at all times. Children should wear closed toe shoes so they can run and play safely.
- 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. If your child must have a comfort item, they may leave it in his/her backpack.

Nutrition

Part of the preschool program is teaching healthy habits. All snacks and food will follow USDA food guidelines. El Jardín will promote healthy eating habits as part of the curriculum. A snack will be provided daily. Milk and water is provided with snack. Most snacks consist of a whole grain bread or crackers and a fruit or vegetable.

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.

State Preschool

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 four years old on or before August 16th of the 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 UPS staff as follows:

Required Documentation for State Preschool Income verification

We require that you provide proof of total combined family countable monthly income: all payroll check stubs, or other record of wages issued by the employer for the month preceding the initial certification, an update of the application, or the recertification that establishes eligibility for services.

Countable Income

See attachment A for countable income

Priority

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.

Attendance Log and Protocol

The law requires every child to be signed in and out by a parent or adult dropping off and picking up on a pre-printed attendance log.

In order for the sign in and out procedure to be authentic, the following is required:

- Full legal signature
- Exact time of arrival and departure

Requirements When a Child is Absent

Parent must report to the center when child is absent from the program. Child may be excused from the program for any of the following reasons:

- Parent/child illness, medical appointments included
- Quarantine of the parent/child

- Family emergency, that is sudden, unexpected and of a short-term nature including illness of sibling, temporary lack of transportation and government appointments, i.e. WIC
- Court ordered visitation – documentation must be provided
- Best interest days

Excused absences “in the best interest of the child” shall be limited to ten (10) days during the year; parent must notify the center and sign the attendance sheet for each occurrence

Unexcused absences, such as overslept, or child was up late are limited to 5 per year.

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 Program Director.

Complainants also have the option of contacting the California Department of Education, Child Development Division directly:

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

Complaints may also be forwarded to appropriate state or federal agencies, as follows:

- American Civil Liberties Act 504- Office of Civil Rights
- Child Abuse- Department of Social Services, Protective Services Division or law enforcement
- Discrimination/Nutritional Services- U.S. Secretary of Agriculture
- Employment Discrimination- Department of Fair Employment and Housing, Equal Employment Opportunity Commission
- Health and Safety/Child Development- Department of Social Services

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.