

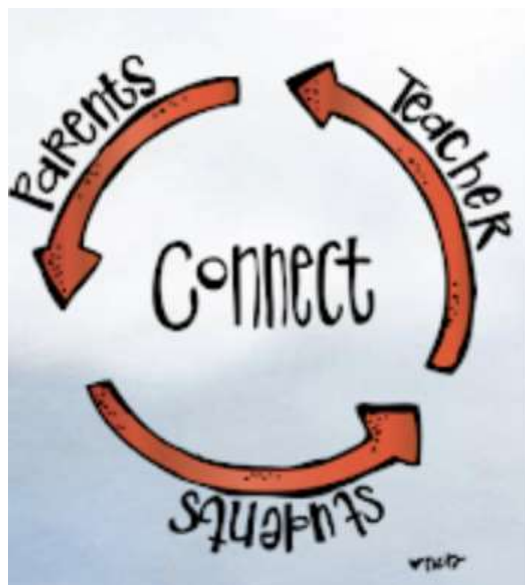
**OUR HANDBOOK 2023-24**

**Welcome**

Bret Harte Preschool  
1300 Letts Ave.,  
Corcoran, CA 93212  
(559) 992-8881



**This handbook was designed to assist families with understanding the requirements to participate in a state preschool part-day program. We are looking forward to working with you!**



Welcome to Corcoran Unified School District  
Bret Harte Preschool



**Mission Statement:**

We are relentless in creating an environment for all to improve mind, character and body.

**Vision Statement:**

A destination district where people are drawn to Corcoran due to the quality, reputation, and impact of accomplishments of our students and schools in the community.

**Philosophy:**

We believe the following aspects of education are non-negotiable:

- Respect for everyone at all times.
- Every Corcoran student can and should learn.
- To see students as they can be—not as they are.
- Leadership is about influence, not titles.
- Student achievement is more than our occupation; it is a moral obligation.
- Principle and policy over patronizing and privilege.
- Students should never be left out of the equation.
- Every student deserves an advocate.
- People are supportive and appreciative when they are part of the process.

# **Goals and Objectives:**

## **Community Involvement:**



Corcoran Unified School District solicits support from the community, including the solicitation for donated goods and services. The program provides information to the community regarding services available. The program also invites guests from the community to present to our parents, learners, and staff.

## **DRDP (Desired Results Developmental Profile):**

The goal of the Corcoran Unified School District preschool program is to ensure that all children are making progress in the domains of physical, cognitive, and social-emotional development. We use the Desired Results Developmental Profile (DRDP), a tool developed by the Early Education Division (EED), to assess the development of children. Children are assessed within 60 days of enrollment and every six months thereafter. Parents' input is a necessary component of this assessment. The assessment is also used to plan and conduct age and developmentally appropriate activities for the children.



## **Education Program:**

The Corcoran Unified School District Preschool focuses on the California Preschool Learning Foundations, which are designed to help your child grow in their social-emotional development, language and literacy development, English language development, and mathematics. These foundations describe the knowledge and skills that children typically exhibit between 36 - 60 months of age. The program also focuses on visual and performing arts, physical development, health, history/social science, and science. These Developmentally Appropriate Practices (DAP) allow the following:



1. Ensure that all students are viewed as active learners and adults are viewed as facilitators of learning.
2. Provide quality teachers and staff for each class.
3. Provide opportunities for parents/guardians to be actively involved in our preschool.
4. Provide a smooth transition into transitional kindergarten or kindergarten.
5. Maximize positive learning experiences by maintaining facilities, equipment and materials.

### **Environmental Rating Scale:**

The Corcoran Unified School District Preschool program is committed to a developmentally appropriate, joyful, nurturing, safe, active learning environment. The program utilizes the Early Childhood Environment Rating Scale (ECERS) to evaluate the program environment, and identify clear steps for development in order to ensure a high quality setting which improves outcomes of children.



### **Nutrition:**

A nutritious breakfast (AM Program)/lunch (PM Program) is served every day. The Corcoran Unified School District participates in the Child Care Food Program administered by the USDA. Meals are served family style with all children and learning facilitators together. Children are offered all items on the menu, and encouraged to try everything. Menus are posted in the classroom and are sent home with the students monthly. We ask that your child not bring food from home unless special arrangements are made in advance with the teacher.



**Please notify the preschool staff immediately if your child is allergic to a certain food.**

## **Allergies:**

All food allergies must be documented with a note from the physician. Because either a breakfast or lunch is served in each classroom, allergy considerations will be based on the needs of each individual child. Our Food Service Department will work with each child's needs to accommodate allergies as best they can. On the rare occasion where it is determined that food should be brought from home, staff will work with the family. Allergies need to be documented and posted, with an action plan, in a visible place on site so that staff can take appropriate action. Teachers cannot administer medication. Office staff may administer medication such as an inhaler or Epipen, only with written authorization from the parent and consent from the district nurse. The medication must be in the original container with the physician's instructions on the label.

## **Parent Involvement and Education:**

No one is more needed in a child's life than the person he/she loves most. You have the greatest influence over your child's growth. The Corcoran Unified School District's Preschool program has an open door policy (except during a lockdown procedure). Parents are invited to visit their child's learning environment at any time. You may choose to sit inside the classroom and observe, or you may want to participate in the learning environment activities. Please schedule a time with the learning facilitator. Parent visitors are required to provide picture identification, a TB test, proof of fingerprinting, and complete a mandated reporter training, available through the district office. Our office staff can provide information about these requirements. Visitors will also be required to wear a visitor name-tag. This policy is for the protection of all of our students.

## **Conferences:**



Parent conferences will take place twice each school year. Informal conferences will occur naturally on a regular basis. If you would like to discuss your child, or any aspect of the program, please call the supervisor or director at the school. They will be happy to meet with you.

## **Preschool Volunteer Policy:**

As a parent, you are your child's most important teacher. We need parent volunteers in the classroom to help us with other activities. Students' health and safety are our main priority. You will be asked to provide picture identification, a TB test, proof of fingerprinting, and proof of vaccinations, such as measles, pertussis and influenza. Our office staff can provide information for these requirements.

Our programs allow for parents to participate in a variety of ways. These include:

- Help in the classroom
- Help in planning field trips
- Accompany the class on field trips
- Assist in the annual evaluation process
- Participate in the Parent Advisory Committee/Board.
- Take homework to assist the teacher in the classroom.
- Bring artifacts or cultural information to share in the classroom.
- Other ideas are always welcome - please discuss with your teacher.



Unfortunately, our insurance carrier will not cover any children not enrolled in the program. Siblings or other children in your care may not stay in the classroom.

## **Expectation of Volunteers:**

*Dress Code:* Appropriate clothing, footwear, and jewelry for indoor and outdoor preschool activities.

*Health and Safety:* CUSD schools operate a no smoking policy inside and around the preschool buildings. Alcohol is not permitted on the preschool premises.

*Level of performance:* Every volunteer should maintain a high level of awareness and treat every child and adult with respect. They should contribute to maintaining the safety and well-being of the children at all times, as well as create a happy and secure environment for children and work as a team. To ensure you maintain our confidentiality policy you must not disclose information about children, families, staff or the preschool outside of this environment.

### **Volunteers' Responsibilities:**

The volunteer's most important responsibility relates to his/her duty of care to children. Learners are a vulnerable group generally, due to their age and lack of experience. For volunteers, respecting the rights of children means they **MUST NOT**:

- Work unsupervised with learners
- Be involved in toileting or assisting with changing children
- Have unsupervised contact with children
- Have intentional physical contact with learners (the supervising staff will provide comfort/first aid to a distressed learner)
- Display harassing, bullying or intimidating behaviors toward children or staff
- Swear
- Use mobile phones in the preschool learning environment; yet they are welcome to step outside to do so, if appropriate
- Bring younger siblings or friends to the learning environment when volunteering

**Volunteers MUST:**

- Refer all children concerns or behavior issues to the preschool staff
- Refer all parent requests, questions, etc. to the preschool staff
- Sign the volunteer sheet on arrival and departure
- Discuss any concerns in relation to preschool matters with the appropriate staff member or the director
- Keep all preschool related matters confidential, and under no circumstances approach parents or community members in relation to issues arising at the preschool
- Be polite and well-mannered and have regard to all those who access the program. Treat preschool staff and learners with respect.
- Make an appointment when he/she wishes to speak with a staff member privately in order for us to ensure that staff ratio is met within the preschool setting and that the staff member is present.
- Provide a positive model for learners
- Know and respect the teacher's boundaries and her expertise
- Treat all learners equally - not playing favorites with your child or other learners
- Encourage learners to try tasks and only assist when needed
- Abide by the terms and conditions detailed in the volunteer policy and any other rules and guidelines as deemed necessary by the Director.





## **Parent Advisory Committee (PAC):**

The parent advisory committee is a group of parents who are committed to working with the program staff to assure optimal functioning of the preschool program. Membership includes interested parents and staff members. The committee will meet to represent the parents and help set the program's policy.

## **Parent Education:**

Parent information and materials are posted on a bulletin board in each classroom, which includes a menu, daily schedule, emergency disaster plan, parents' rights, district and community events/resources, and a variety of other important information. The program provides parents with information regarding things that they can do to help their child learn and develop. Parent/teacher conferences assist staff in providing ideas, suggestions, and strategies that will benefit their child and the program.



## **Preparing your child for Preschool:**

Take your child to the learning environment where he/she will be attending. Your child may join the activities for a short time. If your child does not wish to enter into group activities, let them stand back and observe. Do not try to push your child into an activity. Children soon learn to join in and to enjoy being with others. The staff will answer any questions you may have regarding how your child is adjusting to the new experience of preschool.

## **Program Self-Evaluation Process:**

The Corcoran Unified School District Preschool program consistently strives for program improvement. The program includes an annual self-study plan that determines if the program goals and objectives are met. The self-study includes a self-assessment using the Federal Program Monitoring (FPM)/Contract Monitoring Review (CMR) instrument in accordance with instructions specified by the Early Education Division (EDD) and an assessment of the program by parents. The program submits a Program Self

Evaluation (PSE) to the EDD by June 1st of each year. The program modifies its goals and objectives to address any areas identified during the self-study as needing improvement.

### **Staff Development:**

Corcoran Unified School District Preschool program is committed to quality early childhood education.



We hire qualified staff who hold appropriate credentials/permits required by the state of California. We support continuous staff growth by assessing the needs of staff, and providing professional learning and development activities to enhance their growth. CUSD staff is evaluated annually.

### **CSPP Program Qualifications**

In order to be eligible for part-day State Preschool, a parent must meet the Early Education Division (EED) income guidelines eligibility criteria based on family size and income, and have a child three to four years of age by December 2nd. Three-year old children are defined as children who have their third birthday on or before December 1 of the fiscal year they are being served. Children who have their third birthday on or before December 2nd of the fiscal year, may be enrolled in a California State preschool program on or after their third birthday. Priority will be given to four-year-old children; those children who have their fourth birthday on or before December 1st of the fiscal year they are being served. In addition to eligibility, the family must provide proof (street address or post office address) that the child lives in the state of California (a child identified as “homeless” is exempt from this requirement). The determination of eligibility shall be without regard to the immigration status of the child or the child’s parent(s) unless the child or the child’s parent(s) is under a final order of deportation from the United States Department of Homeland Security. First priority for services shall be given to children under protective services.

## **Eligibility:**

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

1. Family has children who are recipients of child protective services, or are identified as at risk of being abused, neglected or exploited.
2. Family is a current aid recipient.
3. Family is income eligible.
4. Family is homeless.
5. Children with exceptional needs (on an IEP) whose families are over the income eligibility threshold; or the following may be enrolled after all otherwise eligible children have been enrolled:
  - A limited amount of children with a family income that is not more than 15% above the income threshold
  - Age eligible children living within the CUSD boundaries
  - Children enrolling to provide expanded learning and care to learners

## **Documentation of Income Eligibility:**

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

- Gross wages or salaries
- Overtime
- Tips
- Cash aid
- Child support payment received
- Portion of learner grants or scholarships not identified for educational purposes

**CUSD - Bret Harte Preschool Program reserves the right to ask for additional documentation to verify total countable income to the extent that the information provided by the parent or the employer is insufficient to make a reasonable assessment of income eligibility.**

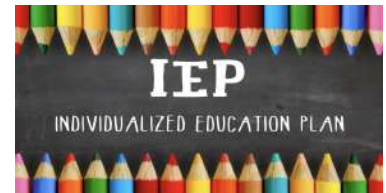
Income documentation is for either month of the two-month window immediately preceding certification.

- Employed Parent Documentation
  - A release authorizing the contractor to contact the employer(s), to the extent known, that includes the employer's name, address, telephone number, and usual business hours; and
  - Payroll check stubs, or an independently drafted letter from the employer, or other record of wages, issued by the employer from either month of the two-month window immediately preceding the initial certification, or the recertification of eligibility for services.
- Provide copies of the documentation of all no-wage income.

- Provide self-certification of any income for which no documentation is possible.
- Self-Employed - as many of the following types of documentation as necessary to determine income:
  - Letter from source of income
  - Copy of the most recently signed and completed tax return with a statement of current estimated income
  - Other business records; such as ledgers, receipts, or business logos

### **Documentation of Child’s Exceptional Needs:**

Proof of the child’s Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).



### **Documentation of Homeless:**

Effective July 1, 2017, a family eligible for childcare and development services under EC, Section 8263, as homeless will be determined as such using the definition found in the McKinney-Vento Act in Title 42, U.S. Section 11434 (a)(2).

- A written referral from an emergency shelter or other legal, medical, social service agency local educational agency liaison for the homeless children and youth, designated pursuant to Section 11432 (g)(1)(J)(ii) of Title 42 of the United States Code, or a Head Start program; or
- A written parental declaration that the family is homeless and a statement describing the family’s current living situation.

The enrollment of homeless children shall occur pending the submittal of all eligibility and need documentation. If the parent has been identified as homeless on the application, contractors must permit the enrollment of children experiencing homelessness to begin immediately upon the parent signing the application for services. Therefore, if the parent has not provided the documentation of eligibility and need within 30 days of signing the application for services, the contractor will deny certification of services and must provide the applicable notice of action to the parent.

### **Child Protective Services Documentation:**

Written referral, dated within six months of application for services and includes:

- A statement from the local county welfare department, child protective services unit certifying that the child is receiving child protective services, and the childcare and development services are a necessary component of the child protective services plan;
- The probable duration of the child protective services plan or the at-risk situation; and

- The name, address, telephone number, and signature of the legally qualified professional who is making the referral.

### **“At-Risk” Documentation:**

A written referral from a legally qualified professional from a legal, medical, or social services agency, or emergency shelter, transitional shelter, Head Start program or a Local Education Agency (LEA) liaison for homeless children and youth pursuant to 42 US 11432(g)(1)(j)(ii) certifying that:

- The child is identified as being abused, neglected, exploited, or is at risk of abuse, neglect, or exploitation, and that the family needs childcare and development services; and
- The probable duration of the need for childcare and development services; and
- The name, business address, telephone number, and signature of the legally qualified professional who is making the referral and information that identifies the agency, LEA, Head Start Program, or shelter with whom the individual is associated.

### **Family Size Documentation:**

The parent must provide supporting documentation regarding the number of children (under 18) and parents in the family. Supporting documentation for the number of children shall be at least ONE of the following:

- Birth certificates or record
- Court orders regarding child custody
- Adoption documents
- Records of foster placements
- School or medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to 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 doesn't appear on the application, then the presence or absence of that parent shall be documented by a self-certification of being a single parent, signed under penalty of perjury.



## **24 Month Eligibility:**

As of July 2022, EdCode 8208 states that “subsequent to enrollment, a child shall be deemed eligible for a part-day California state preschool program for the remainder of the program year and for the following program year, as long as applicable age-eligibility requirements are met.” If a child is age-eligible for GSPP for any additional program years beyond the initial 24-month eligibility, the family will complete an initial certification for the new program year.

## **Non-Discrimination and Religious Instruction Policy:**

The Bret Harte State Preschool program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which children are served. Bret Harte State Preschool shall provide a curriculum that refrains from Religious Instruction.

## **Health and Safety Code:**

Children will only be admitted into the program if they have met all immunizations, or have no doses currently due. Preschool staff will follow up with learners that need to update any doses that might be due with a written notice of immunization needed. A physical is required to be admitted (good for 1 year). A Tuberculosis Test (TB) with results, date given, and date read is required to be admitted in school (good for only 4 years). If any immunizations were not given due to homelessness or medical reasons, there must be a signed affidavit in the child’s file and approved by the district nurse. It is parents’ responsibility to provide the school with any new immunizations given to the child, so the school can update any new information.



## **Family Selection Process:**

The term “eligibility” is used because families are ranked by eligibility factors for subsidized care. Enrollment is based on the lowest rank first. First priority for services shall be given to three or four-year-old neglected or abused children who are recipients of child protective services; or are at risk of being neglected or abused. After children in the first priority are enrolled, priority is given to eligible four-year-old children and second priority shall be given to eligible three-year-olds in incoming ranking order. If the program is full, families are then placed on a waitlist. Once spots become available, families will be contacted using the ranking order above; contacting the lowest ranked families first.

### **Enrollment Process:**

Families may be contacted and notified by mail, phone, or personally at the preschool office. Parents are to complete the Corcoran Unified School District Preschool application and bring all required documents, which include birth records of all children in the home, proof of family size, current immunization records, current Tuberculosis Test, current physical exam, check stubs, proof of income for the previous month, and proof of need, if applicable. Once certification has been determined, completion of the Application for Service must be signed and dated. The decision to approve or deny services shall be communicated to the applicant by mailing or delivering a completed statement referred to as a Notice of Action, Application for Services within thirty (30) calendar days from the date the application is signed by the parent(s). The NOA is issued to the parent for approval, denial, termination, and changes to services.

### **Appeal Process:**

If the parent disagrees with an action, the parent(s) may file a request for a hearing with the preschool within fourteen (14) calendar days of the date the Notice of Action was received. Upon the filing of a request for hearing, the intended action shall be suspended until the review process has been completed. The review process is complete when the appeal process has been exhausted or when the parent(s) abandons the appeal process. The hearing office shall mail or deliver to the parent(s) a written decision within ten (10) calendar days after the hearing. The written decision shall contain procedures for submitting an appeal to the Early Education Division (EED). If the parent disagrees with the written decision from the preschool, the parent has fourteen (14) calendar days in which to appeal to EED. If the parent does not submit an appeal request to EED within fourteen (14) calendar days, the parents' appeal process shall be deemed abandoned and the contractor may implement the intended action.

### **Certification:**

Certification (enrollment for an additional year in preschool) must be completed prior to each fall semester or whenever the need arises. For certification, families shall be required to provide documentation to support continued eligibility for services. Families shall be notified in advance when enrollment will begin for the next school year.

## **Notification of Changes:**

It is urgent that you keep the preschool informed of any changes in address, phone number, change of guardianship, and persons authorized to sign in/out children from the facility. It is the family's responsibility to immediately notify the preschool of any changes.



# **Bret Harte Preschool** **Program Information**

## **Hours of Service:**

The Bret Harte office hours are 7:45 a.m. - 4:15 p.m. Our knowledgeable staff will be able to assist you with your questions and concerns. The program calendar runs a minimum of 180 days. A school calendar will be given to each family at the time of registration. Instructional days are Monday - Friday.

**Morning Session:** Doors open at 8:10 a.m.  
Class time 8:15 - 11:15 a.m.

**Afternoon Session:** Doors open at 12:10 p.m.  
Class time 12:15 - 3:15 p.m.

## **Arriving and Leaving:**

**Arriving:** The State Law requires that you, as parent or guardian, complete a health check, sign the child in, and remain with the child until the staff has completed a visual health check. According to state

regulations, it is mandatory for the responsible person or parent to sign the child in with the correct time of arrival and a **full signature** while the child is greeted and given a visual health check by the teacher.

**Leaving:** Children must be picked up by the listed dismissal time. You, as parent or guardian, must sign your child out with the correct time of departure, a full signature, and check with the staff before taking your child. If a child is not picked up from the program:

1. Attempts will be made to contact the parent(s) by phone.
2. Attempts will be made to contact the persons listed on the child's emergency card.
3. If no one on the emergency card can be reached, Child Protective Services and the police department will be contacted and an "Abandonment Child Report" will be made.

A parent may authorize another person 18 years of age or older to pick up their child by:

1. Leaving the authorized person on the child's emergency card, or
2. Giving written and dated notice to the child's learning facilitator authorizing your child's release to someone else.
3. A telephone call may be accepted if you speak to the supervisor or the child's learning facilitators
4. Any person being asked to pick up the child must be added to the emergency card and the child's file.

A child will not be released to:

1. Anyone who is not listed on the emergency list.
2. Anyone without proper identification.
3. Anyone under 18 years of age.
4. Anyone suspected of being under the influence of drugs or alcohol.
5. Anyone that is legally restrained from contact with your child.

**\*\*Updated protocols include:**

1. Only the lead teacher will dismiss children.
2. Identification of the adult picking up the child will be checked to the information in our dismissal binder, regardless of our familiarity with the adult.
3. The dismissal table will be positioned at the door to more closely monitor the dismissal process.
4. Children will be asked by the lead teacher "Who is picking you up today?"

If a parent is a health or safety concern to our staff, learners, other parents, or the program, the program can require another authorized person to drop off and pick up a child.

If your child is going to be absent, please call and notify the school immediately.



## **Illness:**

Sick children will not be accepted for care by the center staff. Children too sick to go outside and play, or who are infectious to other children should not be at school. Staff will conduct a daily health check in order to determine if children are well enough to attend school by observing and evaluating physical health and behavior. If a child becomes sick while at school, parents will be called and are expected to come for the child at once.

Authorized preschool staff may administer medication only with written authorization from the parent and consent by the district nurse. The medication must be in the original container with the physician's instructions on the label.

Your child should not be brought to the preschool if he/she:

1. Has a fever or had one during the previous 24 hours
2. Has signs of a cold-cough, sore throat, watery eyes, heavy nasal discharge or colored mucus;
3. Has a persistent cough
4. Has a rash, lice;
5. Has an eye infection;
6. Is vomiting or has diarrhea;
7. Has any symptoms of possible communicable disease. Please notify the school immediately if the child has a communicable disease. If your child has a communicable disease, he/she must have clearance from a doctor stating the child is no longer contagious and may return to school or clearance from the school nurse.

Children who have been ill may not return to school until they are free of symptoms for a 24-hour period. Readmission is at the discretion of the learning facilitator or designated staff.

## **Medical Emergencies:**



In case of serious illness or injury, we will make an immediate attempt to contact you. If we cannot reach you, we will call your child's physician. If necessary, we will also call an ambulance or paramedics. The parent/guardian is expected to assume responsibility for any resultant expense. Please be sure to have current information needed to contact you in an emergency. Corcoran Unified School District will provide incidental medical services on an as needed basis.

### **Medication Procedures:**

Medication to be given out at the school site must be accompanied by a Medication Authorization Form completed and signed by the parent or guardian. The medication must be in the original and current prescription container. The prescription bottle should have the child's name, medication name, specific dosage, directions, and expiration date. We cannot share medications amongst siblings. It is the parents' responsibility to provide learner medication and replace the medication when it becomes expired. In rare cases, if the safety of the child is in jeopardy, a child may need to be excluded from the program until the parent replaces the expired medication.

### **Medical and Dental Procedures:**

Each child must have a physical assessment before attending the center. All children are required to have started their immunizations before enrollment. Immunizations must be kept up to date while attending preschool. The staff and the district nurse may assist parents in obtaining services for their child's medical and dental needs.

### **Lice:**

Lice outbreaks are common among school children. ALL children can become infested, even the cleanest child. If a child is found with active, adult head lice, the parent/guardian shall be given information about the treatment of head lice and encouraged to begin treatment of the child immediately and to check all members of the family. Upon the child's return to school, the child shall be checked for active head lice. If it is determined that the child remains infected with head lice, parents shall be contacted to discuss treatment. As needed, the school may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

### **Attendance/Absences**

**Attendance Expectation:**



It is the expectation that your child participates in our program. We understand that life situations occur (illness, family emergencies, etc.) and request that you notify us within 24-48 hours if such a situation occurs. If the parent does not call to notify staff of the absence, the parent must then fill out the reason for absence as soon as the child returns to school. The reason for absence is required for our records. If the child has an extended absence for any reason, it is important that the parent keep the preschool notified of the child's progress by calling every two or three days; however, if your child is absent for more than 7 consecutive days without contacting the program, program staff will reach out to you in many ways via the contact information we have on file. Please make sure we have the most current information on file. If we are unsuccessful and after a total of 30 consecutive calendar days without attendance or contact with us, a Notice of Action will be issued to dis-enroll your child from the program based upon abandonment of care (CGR 5 18066.5)

**Excused Absences** are defined by the state as:

1. Illness of Child, Parent or Sibling - an absence due to illness or quarantine of child, illness or quarantine of their parents or medical appointment for child or parent.
2. Family Emergency - sudden or unforeseen emergency events - included death of a family member, funeral of a family member, personal environmental disaster (ie. fire), catastrophic event (ie. burglary, auto accident/trouble), natural disaster/severe weather conditions (ie. earthquake, tornado), or the parents inability to bring the child for the child to attend.
3. Court Ordered Visitations - copy of court order or agreement must be on file
4. Best Interest of the Child - a reason, which is clearly in the "best interest of the child". The state limits "Best Interest of the Child" (BID) days to 10 days per contract period or fiscal year (July 1 - June 30). The following are examples of what falls under these criteria: family vacation, special time spent with a friend/family member, religious activities, special events, and other misc. Reasons that are in the best interest of the child and have been approved by the Director of the Preschool.
5. Abandonment of Care Days - Cal. Code Regs. Tit. 5, 18066.5

### **Confidentiality of Records:**

The use of disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program and district. All records are subject to on-site review by officials representing Community Care Licensing, the California State Department of Education, the Health Department, U.S.D.A., or local police authorities in the event of suspected child abuse or neglect. The contractor shall permit the review of the family data file by the child's parent(s) or parent's authorization representative, upon request and at reasonable times and places.

## **Child Abuse Reporting:**

As per State Law, all learning facilitators and staff in the State of California are “mandated reporters” of suspected child abuse. Preschool staff will follow these requirements in reporting to Child Protective Services.

## **Child Find:**

Child Find is a component (IDEA) in which school evaluate all children with are in need of early services. Child Find screening and evaluation physical or developmental services through the and/or specialized groups/services. For additional information or to arrange an appointment contact the CUSD Special Education Department at (559) 992-8888.



of Individuals with Disabilities Act districts identify, locate, and disabilities, aged birth to 21, who intervention or special education provides free developmental services. Children identified with challenges receive intervention school district preschool/ programs



## **Clothing/Jewelry:**

Sometimes children accidentally get paint, clay or mud on their clothes. Please send your children in comfortable play clothes that can be washed easily. Sometimes children also get wet from accidents or activities. Please send your child with an extra change of clothes in case needed. Thongs and sandals with loose straps or shoes with slippery soles are unsafe on the equipment. Tennis shoes and rubber soled shoes are best for running and playing and will help avoid injury during play. Please label jackets, sweaters, and extra clothes. Please do not send your child with jewelry or accessories to the preschool because items may

accidentally get lost or broken. If you choose to send your child with such items, the program will not be responsible for the items.

### **Transportation:**

It is the responsibility of the parent/guardian to provide safe transportation to and from school to ensure the child attends on a regular basis.

### **Field Trips:**

Field trips are an integral part of the curriculum and enhance the classroom curriculum. Parents will be notified of field trips in advance. Parents are required to sign a permission slip for field trips. Transportation will be provided by the Corcoran Unified School District Transportation Department unless notified otherwise. The program also takes adult supervised walks in the immediate neighborhood of the learning environments.

### **Video Taping/Pictures:**



The Preschool program takes pictures and videotapes special events as well as the child's developmental progress for the Desired Results Developmental Profile. If for any reason you have a concern regarding your child's picture being taken, videotaped, etc., please advise the director promptly.

### **Toys at the Center:**

Since we have many interesting toys at the preschool for the children to play with, we would appreciate it if children DO NOT bring any of their own toys from home unless special arrangements are made in advance with the teacher. Other children sometimes break the items and this causes many unhappy situations. Also, it is difficult for the teachers to get the right toy with the right child at dismissal time. We also ask that your child not bring money or food unless special arrangements are made in advance with the teachers.

### **Discipline Policy:**

## **Positive Guidance Policy:**

Based on the philosophy of the preschool program, the positive guidance policy embodies mutual respect for the personal rights of the child and adult. Within that framework, children develop self-discipline within a safe environment free from punishment, infliction of pain, humiliation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature. Goals have been developed for the children and guidelines for teachers, parents and learners as well as procedures for dealing with unacceptable behavior.

## **Goals for Children:**

1. To develop a strong sense of self-esteem.
2. To develop a sense of responsibility for self and others.
3. To develop internal controls.
4. To learn to recognize and express feelings.
5. To become aware of behavior and consequences.
6. To maintain respect for self and others.
7. To learn the art of self-protection.
8. To become a problem-solver.

## **Teacher/Parent/Learner Guidelines for Working with Children:**

1. Model the expected behavior for children.
2. Reinforce acceptable behavior with words or actions.
3. Set limits and clear expectations. Reinforce the need for consistency among adults in the area.
4. Verbalize what is happening. Describe the situation and explore feelings.
5. Acknowledge the child's feelings.
6. Help children understand behavioral choices and natural consequences.
7. When possible, ignore inappropriate behavior that can be tolerated.
8. Use humor to relieve the tension.

## **Procedures for Dealing with Unacceptable Behavior:**

1. Stop unacceptable behavior.
2. Briefly explain what and why the behavior is unacceptable.
3. Explain acceptable alternatives as well as consequences.
4. If a child's behavior does not change, follow through with consequences.



5. When a child intrudes on the “safe space” of another person, whether child or adult, he/she may be required to sit quietly in an adult supervised area for a brief time (suggested time of 1 minute per child’s year of age.)
6. In order to regain self-esteem, the child should be given the opportunity to make behavioral adjustments.
7. If a child exhibits consistently abusive behavior, the site supervisor or preschool director (principal) will determine further actions as necessary: parent conferences, consultation, referrals, or possibly removal from the program. Physically or emotional hurtful actions will NOT be used.

### **Unacceptable Behavior in Children Include:**

1. Physical abuse of self or others; hitting, biting, spitting, pushing, kicking, pinching, scratching, slapping or pulling hair.
2. Emotional abuse of self or others; name-calling, teasing, and use of foul or vulgar language, intimidating or threatening words.
3. Misuse or destruction of materials or environment; throwing objects, neglect of materials, not returning items to their proper places, mistreating animals and other live creatures, jumping or climbing on furniture, interfering in the work or play of others.

### **Corporal Punishment:**

State law and district policy prohibit Corcoran Unified School District employees from the use of corporal punishment.

### **Behavior Termination:**



Prior to expelling or disenrolling a child because of a child’s persistent and serious challenging behavior, the law requires that the contractor must, within 180 days, pursue and document that they have taken at least the following reasonable steps:

1. Consult with the child's parents or legal guardians and teacher to maintain the child's safe participation in the program and provide available resources to support regarding challenging behaviors.
2. Inform the parents or legal guardians of a child exhibiting persistent and serious challenging behaviors of the process that the contractor will use to assist the child in order to safely continue in the program.
3. If the child has an IEP or IFSP, and with the parent or guardian's written consent, consult with the local regional center on how to serve the child.
4. If the child does not have an IEP or IFSP, the program will (a) complete a universal screening including social and emotional development, (b) refer the parent or guardian to local community resources, and/or (c) implement behavior supports, before referring the child to request an assessment to determine the child's eligibility for special education support and services, including a behavior intervention plan.
5. If, after following and documenting the reasonable steps referred to above to foster the child's safe participation, and concerns about safe participation remain, the contractor will consult with the child's parents or legal guardians, the child's teacher, and if applicable, the Special Education Team providing special education services to the child.
6. If the contractor determines that the child's continued enrollment would present a continued serious safety threat to the child or other enrolled children, the contractor shall refer the parents or legal guardians to other potentially appropriate placements such as resource and referral agencies and program, or other local referral services available in the community.
7. Once the reasonable steps outlined above have been completed, the contracting agency may then dis-enroll the child, subject to the due process requirements and procedures identified in 5 CCR Sections 18119-18122.

### **Parent Conduct:**

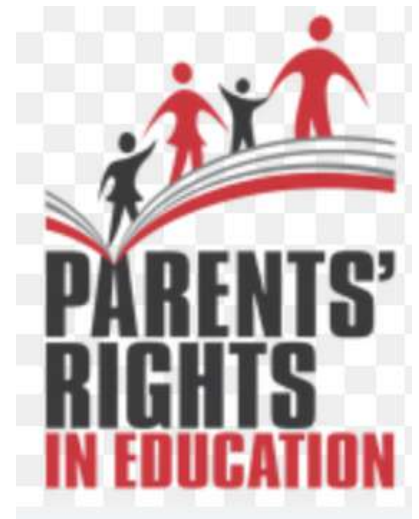
It is important that the program provides an environment where children and families feel safe and secure. The program prohibits any parent/adult from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulations, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school. The program believes that the maintenance of a drug- and alcohol-free environment is essential to staff, parent and student safety. Parents/adults are prohibited from being under the influence of controlled substances or alcohol while in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while dropping off or picking up a student from school. Adults coming to the program shall treat others with respect and consideration. Adults shall speak in a friendly calm voice, use positive language, supervise the safety of all children, and refrain from negative behaviors such as yelling, swearing, smoking, etc. The adult responsible for the sign in/out procedures of an enrolled child who brings other children with them \*because they would otherwise be left unsupervised" assumes total responsibility for their supervision. Always close and secure the gates when you enter or leave. Positive parent and staff interaction is also essential to the success of the program. If a parent, guardian, or emergency contact person physically, sexually, and/or verbally harasses staff, other parents, and/or students or doesn't follow the CUSD Preschool code of conduct, another authorized adult will need to drop off and pick up the child.

## **Notification of Parents' Rights/Personal Rights:**

Each family will be given a Notification of Parents' Rights and Personal Rights. The parents will be required to sign a receipt of the forms and the forms will be placed in the child's file. Each of the forms will be posted on the Parent's Bulletin Board in each classroom. The law prohibits discrimination or retaliation against any child or parent/guardian that chooses to exercise their right to inspect the facility or to file a complaint against the facility.

The law authorizes the person in charge to deny access to parent/guardian if:

- 1) The parent/guardian is behaving in a way that poses a risk to children in the facility, or;
- 2) The adult is a non-custodial parent, and the custodial parent has requested the facility in writing not to permit access to the non-custodial parent.



## **Termination of Enrollment:**

The following conditions are cause for termination of a child's enrollment:

1. Not following policies or procedure outlined in the Preschool Program's guidelines/handbook;
2. Concealed facts or fraudulent and/or misleading information supplied to the program;
3. Failure to sign all required forms and documents;
4. Parent or guardian who physically, sexually, and/or verbally harasses staff, other parents, students, and/or children (unless parent authorizes another adult to drop off and pick up their child.)

The decision to terminate services for State Preschool shall be communicated to the parent or guardian by mailing or delivering a completed Notice of Action. Termination will include the Notice of Action and appeals process.

**If custody problems exist, please provide any legal documents, which outline custody relations.**

## **Completion of Forms:**

The following forms are required to be completed by the parent/guardian of each child.

1. Identification and Emergency Information
2. Consent for Emergency Medical Treatment

### 3. Child's Preadmission Health History

## **Grievance Procedure:**

### **Parent Complaints:**

If you have a complaint, please follow the complaint procedure below:

- Concerns that are not resolved at the school site must be brought to the attention of the Preschool Director, Linda Ruiz, by calling (559) 992-8881 or by coming to the preschool office to request an appointment.
- If a solution is not agreed upon, the next step is to speak with the superintendent, Ed Ochoa at the Corcoran Unified School District office, (559) 992-8888.
- Parents also have the right to contact the Department of Social Services Community Care Licensing at 1310 E. Shaw Ave., Suite 300, Fresno, CA, 93710 or call 1 (844) 538-8766 or Early Learning and Care Division (ELCD) at 1430 N. Street, Suite 3401, Sacramento, Ca, 95814, or by calling 1 (916) 322-6233.

## **Uniform Complaint Procedures (UCP) Annual Notice 2023-2024**

The *Corcoran Joint Unified School District* annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website.

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

### **Programs and Activities Subject to the UCP**

- Accommodations for Pregnant and Parenting Pupils • Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education

- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, 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 an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.

### **Filing a UCP Complaint**

- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP) • Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil • Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance

### **Responsibilities of the *Corcoran Joint Unified School District***

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

### **For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California *Health and Safety Code (HSC)***

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code (HSC)* a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California *Code of Regulations (5 CCR)* that apply to California state preschool programs pursuant to *HSC* Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

### **Contact Information**

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Elizabeth Mendoza

Director of Categorical Programs 1520 Patterson Ave, Corcoran, CA (559) 992-8888 x1246  
[emendoza@corcoranunified.com](mailto:emendoza@corcoranunified.com)

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in *Corcoran Joint Unified School District*.

## STATEMENT OF NON-DISCRIMINATION

Corcoran Joint Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual or perceived age, ancestry, color, disability, gender, gender identity, gender expression, immigration status, marital or parental status, nationality, race or ethnicity, religion, sex, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Corcoran Joint Unified School District assures that lack of English language skills will not be a barrier to admission or participation in District programs.

Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained.

The following employees can be reached for questions or to file complaints regarding the following programs:

Uniform Complaints	Section 504	Superintendent
Title VI Coordinator	Title IX Coordinator	Eduardo Ochoa
Elizabeth Mendoza	Helen Copeland	(559) 992-8888 ext1224
(559) 992-8888 ext1246	(559) 992-8888 ext1248	

El Distrito Escolar de Corcoran se compromete a proporcionar un ambiente seguro y de igualdad de acceso y oportunidad para todos los individuos en la educación. Los programas de apoyo educacional y académicos, los servicios y actividades del Distrito, serán libres de discriminación, acoso, intimidación y hostigamiento de cualquier individuo basado en la edad real o percibida de la persona, ascendencia, color, discapacidad, género, identidad de género, expresión de género, situación migratoria, estado civil o parental, nacionalidad, raza o etnia, religión, sexo, orientación sexual; la percepción de una o más de una de estas características; o



la asociación con una persona o grupo con una o más de estas características actuales o percibidas. Específicamente, la ley del estado prohíbe la discriminación por motivo de género en la inscripción, consejería, y la disponibilidad de educación física, actividades atléticas, y deportivas. El Distrito Escolar de Corcoran asegura que por falta de habilidades en inglés no habrá barrera de admisión o participación en programas del Distrito.

Quejas de discriminación ilegal serán investigadas a través del Proceso Uniforme para presentar Quejas. Tales quejas se deben presentar no más tarde de seis meses después de que el conocimiento de la supuesta discriminación fue obtenido por primera vez.

Se puede contactar a los siguientes empleados para preguntas o para presentar quejas con respecto a los siguientes programas:

Quejas Uniformes  
Coordinador de Title VI  
Elizabeth Mendoza  
(559) 992-8888 ext1246

Sección 504  
Coordinador de Título IX  
Helen Copeland  
(559) 992-8888 ext1248

Superintendente  
Eduardo Ochoa  
(559) 992-8888 ext1224

Sexual Harassment Page 1 of 2 Regulation adopted: January 11, 1994 CORCORAN UNIFIED SCHOOL DISTRICT  
Revision approved: August 23, 2011

Definitions Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors

2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

### **Training**

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0)

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

### **Sexual Harassment**

#### **Notifications**

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

2. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples

4. The district's complaint process available to the employee

(cf. 4031 - Complaints Concerning Discrimination in Employment)

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)

6. Directions on how to contact DFEH and the EEOC

7. The protection against retaliation provided by 2 CCR 7287.

8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)