



Orange Unified School District  
**Child Development Services**  
California State Preschool Program  
[www.orangeusd.org](http://www.orangeusd.org)

# Parent Handbook



## **PART-DAY**

### **Fairhaven Elementary**

1415 E. Fairhaven  
Santa Ana, CA 92705  
714-628-5614

### **Jordan Elementary**

4319 E. Jordan  
Orange, CA 92869  
714-628-5449

### **Sycamore Elementary**

340 N. Main  
Orange, CA 92868  
714-628-5414

### **Lampson Elementary**

13321 Lampson Ave.  
Garden Grove, CA 92840  
714-628-4429

### **Fletcher Elementary**

515 W. Fletcher Street  
Orange, CA 92865  
714-628-5361

### **Esplanade Elementary**

381 N. Esplanade Street  
Orange, CA 92869  
714-628-2422

### **Cambridge Elementary**

425 N. Cambridge St.  
Orange, CA 92866  
714-628-5804

### **Palmyra Elementary**

1325 E. Palmyra Ave  
Orange, CA 92866  
714-997-6207

## **FULL-DAY**

### **Child Development Center**

250 S. Yorba  
Orange, CA 92869  
714-628-5570

# ORANGE UNIFIED SCHOOL DISTRICT

## FULL- AND PART-DAY PRESCHOOL



### WELCOME!

The Orange Unified School District welcomes you and your child to preschool. By registering your child, you have opened the door to many new and memorable experiences. Preschool is the first transition a child makes from the security of the home to the greater arena of school. Special attention is addressed towards achieving a warm, sensitive, safe environment for your child. We recognize that the developmental stages of all children vary. Teachers will present a well-developed curriculum that is organized around the following basic skill areas: English-language development, early literacy skills (rhyming, letter knowledge and sounds), early writing skills, print awareness, children's literature, and early STEM (science, technology, engineering, math) skills presented in a nurturing and developmentally appropriate environment.

The Orange Unified School District Preschool Programs offer a developmental, multi-cultural, early childhood education program. Our program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, and mental or physical disability.

OUSD preschools are an integral part of the school community. Particular attention is focused on parents, teachers and children working in partnership to make preschool an enjoyable and exciting educational opportunity. Communication between teachers, parents and children is a high priority for us. Formal and informal opportunities will be provided so that parents and teachers can exchange information to ensure the success of each child.

This Parent Handbook is a written **Admissions Agreement** between you and the Orange Unified School District Preschool Program. It will provide you with valuable information about our philosophy, program policies and procedures, parent responsibilities, attendance, and other important information. **Please read this handbook very carefully.**

**MISSION**

The mission of the Orange Unified School District's Preschool Programs is to ensure that all children enter school healthy and ready to learn.

**PURPOSE**

The Orange Unified School District Preschool Program welcomes you and your child to preschool. School is an exciting place where children expand their friendships and develop new skills.

Our preschool programs (full day and part day) serve children three-and four-year old. All preschool teachers and instructional assistants are fully qualified to teach preschool-aged children. Ongoing staff development is offered each year to ensure the highest quality program for your child. The success of the program is dependent on outstanding staff, involved parents, and strong district, community and state support.

The preschool curriculum includes a variety of activities to stimulate and promote curiosity, learning and language development. Our program allows for optimum growth and development in the language arts areas of phonemic awareness, letter recognition, and vocabulary development. In the area of math, children are given opportunities to develop beginning mathematical skills through activities in sorting and classifying, patterning, shapes, number concepts, and problem solving. These math concepts are presented in an age-appropriate, hands-on manner that supports the development of the kindergarten standards. Along with the basic skills in language arts and math, children participate in music, drama, art and physical education activities that not only support and enhance the development of academic skills, but help with the development of social skills as well as large and small muscle development. A highly individualized approach is used to meet the particular need of each child as they move towards a successful transition to kindergarten.

As collaborative partners in your child's education we expect and desire parents to be actively involved. The success of your child's preschool experience depends on a cooperative and collaborative parent, student, and school relationship. The home-school partnership will help to make your child's first years of school a meaningful and memorable learning experience.

## Our Programs

### HOURS/LOCATION

### FULL-DAY PRESCHOOL

#### **CHILD DEVELOPMENT CENTER (CDC)**

250 S. Yorba  
Orange, CA 92869  
(714) 628-5570  
Director: Rachelle Vargas  
Secretary: Jeane Ontiveros

#### **Program Hours:**

**Program Hours:** 7:00 am-6:00 pm, M-F (following CDC calendar)

The CDC offers a full-day preschool program located at 250 S. Yorba Orange, CA 92869.

### PART-DAY PRESCHOOL

#### **EARLY LEARNING CENTER**

2345 E. Palmyra  
Orange, CA 92869  
(714) 628-5360  
ECE Coordinator: Cheryl Sosa  
Eligibility Coordinator: Nancy Duran

#### **Program Hours:**

AM Class 8:00 am -11:00 am  
PM Class 12:00 pm-3:00 pm  
Monday – Friday (following OUSD student calendar)  
\*(Fletcher Preschool: 8:15 am – 11:15 am)

Our part-day preschool program currently serves children at the following Elementary Schools:  
Fairhaven, Sycamore, Jordan, Lampson, Esplanade and Fletcher.

### **RIGHT TO INSPECT FACILITY/OPEN DOOR POLICY**

In compliance with the State of California, Office of Child Development, Guidelines; parents/guardians have the right to inspect the preschool at any time during the regular operating hours without any advance notice. Parents are welcome in their child's classroom at any time while school is in session, to observe and or volunteer (see volunteer section for more information).

Open communication between parents, staff, and administration is very important to the program. Staff at each site should be able to assist you with any concerns that you may have. If a concern should occur please speak with your child's teacher immediately. Every attempt will be made to solve any problem that may arise in a timely and effective manner.

### **NON-DISCRIMINATION IN DISTRICT PROGRAMS & ACTIVITIES**

The Board of Education is committed to affording equal rights and opportunities to all persons in public education. No person shall be subjected, in any program or activity conducted by the District, to discrimination on the basis of sex, ethnic group identification, race, national origin, religion, mental or physical disability, color, or any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of section 422.6 of the Penal code. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

*Penal Code 422.6 states: (a) No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise of enjoyment of any right or privilege secured to him or her by the Constitution or laws of this state or by the Constitution or laws of the United States because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because he or she perceives that the other person has one or more of those characteristics.*

### **REFRAIN FROM RELIGIOUS INSTRUCTION OR WORSHIP**

Orange Unified Preschool Programs refrain from any religious instruction or worship. No program is used, in whole or part, for religious instruction or worship. If you would like to share any special cultural or ethnic ideas or holiday celebrations which are nonreligious with the children, please talk to the staff to arrange a time.

### **EQUAL ACCESS - AMERICANS WITH DISABILITIES ACT (ADA)**

In adherence to the Americans with Disabilities Act (ADA) our program does not discriminate based on a child's disability and we strive to offer reasonable accommodations to enable children with disabilities to become fully included into the program (Americans with Disabilities Act, 1997).

## **Program Philosophy, Goals and Objectives**

### **EDUCATIONAL PROGRAM**

We recognize that children learn best from hands-on experiences with people, materials, events and ideas. Our program encourages environmental exploration, high quality teacher-child interactions, and many opportunities for oral language development throughout the day. We also use a variety of developmentally appropriate curricula in our programs. Throughout the day children are encouraged to participate in the following activities: Large group, small group, story time, free exploration, and outside time.

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

The goal of OUSD's Preschool Program is to ensure that all children are making positive, developmentally appropriate progress in their development. We use the *Desired Results Developmental Profile (2015)*, a tool developed by the California Department of Education, Early Education and Support Division, to assess the development of children.

Children are assessed within 60 days of enrollment and every 6 months thereafter. These results are shared with parents twice a year during parent conferences. 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.

### **EARLY CHILDHOOD ENVIRONMENTAL RATING SCALE - REVISED (ECERS-R)**

The Early Childhood Environmental Rating Scale (ECERS) is an assessment tool used to measure high quality learning environments in preschools. ECERS provides an overall picture of the surroundings that have been created for the children and adults who share an early childhood setting. The ECERS focuses on 43 measures that assess the overall quality of the preschool program. They encompass 7 different areas:

1. Space and Furnishings
2. Personal Care Routines
3. Language/Reasoning
4. Activities
5. Interaction
6. Program Structure
7. Parents/Staff

Based on the outcome of the ECERS, classroom and program staff collaborate to create an action plan to improve identified measures. Our goal is to provide a high quality, developmentally appropriate preschool experience for all children in our programs.

### **CLASSROOM ASSESSMENT SCORING SYSTEM**

The Classroom Assessment Scoring System (CLASS) is an assessment tool that is used to measure high quality, effective interactions between staff members and students. The CLASS focuses on the following **Domains** and *Dimensions*:

- 1. Emotional Support**
  - a. *Positive Climate*
  - b. *Negative Climate*
  - c. *Teacher Sensitivity*
  - d. *Regard for Student Perspectives*
- 2. Classroom Organization**
  - a. *Behavior Management*
  - b. *Productivity*
  - c. *Instructional Learning Formats*
- 3. Instructional Support**
  - a. *Concept Development*
  - b. *Quality of Feedback*
  - c. *Language Modeling*

Classrooms are evaluated once a year by an outside, independent rater. These scores are used to assess and provide continual quality improvement.

### **PROGRAM SELF EVALUATION PROCESS**

Our program conducts a self-evaluation at the end of each program year. This collaborative process involves the participation of Early Childhood Administrators, Early Learning Specialists, teaching and program staff, along with parents of children in our programs. We consider DRDP results and data for each classroom, ECERS

and CLASS scores for each classroom, along with survey data and feedback from parents, classroom staff etc. Through this self-evaluation process, we examine areas in which we are excelling and areas of growth. It is our goal to provide the highest quality program possible.

## **COMMUNITY INVOLVEMENT**

We collaborate with various outside community agencies such as:

1. *Heart to Heart* – OUSD hosts quarterly meetings to bring outside community agencies together to support our families
2. *Friendly Center* – We participate in yearly health fairs and other community events to provide parents with information on school readiness and other services
3. *Help Me Grow* – Provides resources and referrals to families in need
4. *Family Support Network* - Provides developmental screenings for preschoolers

## **PARENT INVOLVEMENT AND EDUCATION OPPORTUNITIES**

### ***Volunteers in the Classroom***

We welcome and encourage parents, grandparents, aunts, uncles and other family members to participate in the education of your child by volunteering in the classroom. Please feel free to offer your time, energy, and talents. Making a strong connection between home and school will show your child that you believe that education is important. A negative TB test completed within the last year along with a Statement of Good Health, proof of Measles vaccination, proof of Pertussis vaccine and proof of influenza vaccine (or waiver) is required to volunteer in our classrooms. Please see your child's teacher for more information on how to become a volunteer in the classroom!

### ***Latino Family Literacy Project Meetings (10 sessions)***

The Latino Family Literacy Project is designed to help parents establish a regular family reading routine at home. This literacy program uses bilingual children's books which reflect the lives and issues of Latino families and concludes with a self-made family photo album for parents to give to their children. This 10 week program meets once a week for two hours.

### ***Raising a Reader***

Raising a Reader is a take-home book program designed to encourage parents to read together with their children. Books are checked out from the classroom and rotated on a weekly basis.

### ***Parent Education Classes***

- Child Development, Behavior Management, Discipline, and other educational classes
- Healthy Smiles, Dental Education
- Language Development, Writing/Book Making, Math, and Science Classes (4 sessions)
- Health Fair

### ***Parent Advisory Committee***

The Parent Advisory Committee is involved in planning, developing and evaluating the educational program for all preschool students at each site. The committee meets periodically and all parents are welcome to attend the meetings. Information from the meetings will be sent to parents throughout the school year.

## **STAFF QUALIFICATIONS AND DEVELOPMENT**

The OUSD Preschool Programs are administered by the Orange Unified School District Board of Education in agreement with the California Department of Education, Office of Child Development, and licensed by the State of California Health and Welfare Agency, Department of Social Services.

Each classroom is staffed by a teacher holding a Teacher Permit issued by the State of California Commission on Teacher Credentialing. All other staff meets District requirements for education and experience in Child Development. All staff members are trained and experienced early childhood educators who were chosen for their enthusiasm and expertise in working with children. They work together as a team to provide a quality program for children.

At Orange Unified we believe staff development and self-assessment are essential to providing the highest quality program. We encourage all staff members to attend conferences, workshops, staff trainings and continue to pursue their education in Early Childhood Development.

Developing the Highly Qualified Preschool Teacher is fundamental to the success of our program and your child. Through the support of the Children and Families Commission of Orange County and Orange County Department of Education teachers have the opportunity to participate in SEED, CPIN, CARES Plus, CSP, AB212.

## **NUTRITION**

Orange Unified School District's Child Development Services and Nutrition Services Departments provide all snacks/meals at no additional costs to parents. Students enrolled in the full day program will receive two healthy snacks, one in the morning and one in the afternoon and also a lunch. Students enrolled in the part-day program will receive one healthy snack each day. Each snack will include at least two food groups. The meals and snacks provided meet the nutritional requirements specified by the National School Lunch Program.

## **HEALTH SERVICES**

All children enrolled in the OUSD Preschools receive the following services:

1. Height, Weight, and BMI Measurements
2. Hearing and Vision Screenings
3. Referrals to appropriate agency for communication, health, hearing, vision, etc. concerns
4. Health, Wellness, and Nutrition Classes
5. Medical and Dental assistance
6. Screenings of Developmental Milestones (i.e.; Ages and Stages Questionnaire, Speech, Behavior)
7. Health Status Screenings

## **SOCIAL SERVICES**

Each school site has access to a Community Liaison that can provide information on the following topics:

1. Translation for non-English speakers
2. Referrals to a wide range of community resources (food, shelter, WIC services, etc.)
3. Emergency Assistance
4. Assistance to families in need of health and dental benefits

In addition to the Community Liaison at your school site, our preschool Community Aide has resources and referral service information. Please call our office at 714-628-5577 for more information.

## General Policies

### **BEHAVIOR MANAGEMENT**

Our quality preschool program promotes the development of self-direction, self-control, and socially acceptable behavior. Positive reinforcement is the main form of discipline used by the Preschool staff. Positive behavior is recognized and praised. Limits are clearly established by the staff. When a child is not behaving in a positive manner, the child is redirected in such a way as to allow time for the child to redirect their energies and encourage more positive behavior. In addition, staff are thoroughly trained in CSEFEL (Center on the Emotional Foundations for Early Learning) strategies. These strategies promote the social and emotional development of children and help to prevent challenging behavior. Additional resources for parents can be found on the Vanderbilt University website at <http://csefel.vanderbilt.edu/about.html>. Please contact your child's teacher for more information.

***When a child does not behave appropriately, the following steps will be taken:***

1. The staff will contact the parent to discuss the child's inappropriate behavior and ways to deal with the behavior. Parents will be given resources and referrals as needed.
2. A follow up parent-teacher conference will be held. If there is no improvement in the child's behavior, staff will meet with the parents to discuss possible courses of action including termination.

***The following behaviors are NOT ACCEPTABLE and are grounds for TERMINATION***

- Endangering the health and safety of other children, staff, or any adult
- Disrupting the program by continuously refusing to follow the rules of appropriate behavior

### **ILLNESS POLICY**

Due to the close contact children have with each other in a child care setting, the OUSD Preschools have strict policies regarding the illness of a child. The policies are for the protection of all children and families. They are meant to ensure that each child is provided with as healthy an environment as possible.

Upon arrival, a staff member will screen each child for illness. Should the child be ill, the parent will be informed that the child will not be accepted at school for the day.

Should a child become ill while at school, a parent or someone on the emergency card or authorization form will be called to pick the child up. Should a child have a fever, vomiting, or diarrhea, the child may not return until he or she has been free of these symptoms for a full day.

In the event the child has been taken to the doctor for an illness, a doctor's note is required prior to the child's re-admittance to the program. The doctor's note must state: 1) the reason for the visit, 2) if the child is contagious or not, and 3) when the child may return to preschool.

In the event that your child develops a rash on their body or blisters inside of their mouth, a doctor's note will be required in order for your child to be readmitted into the preschool program. This is to maintain the health and well-being of all the children in the center.

Daily health checks are part of the program. Please keep your child at home if he/she:

1. Has a fever

2. Has a heavy nasal discharge
3. Has a constant cough
4. Is overly tired
5. Has symptoms of communicable disease (please notify us immediately if your child contacts a communicable disease)

## **FIRST AID**

All OUSD staff members are trained in basic first aid and pediatric CPR. If your child sustains a minor injury in the classroom or on the playground we will administer appropriate first aid. A written note will be sent with the child to notify you of the injury. We will call you immediately if the child bumps their head or the injury needs more than basic first aid.

If your child sustains more than a minor injury a parent will be immediately contacted. If the parent cannot be located, the listed physician will be contacted. If necessary, the paramedics or ambulance will be called. The parent is expected to assume responsibility for any resultant expense.

## **IMMUNIZATIONS**

A copy of each student's immunization card will be kept in the student's file. Immunizations must be completed and up to date in order to enroll in our preschool programs. Our School Readiness Nurses are available to assist you with any information that you may need regarding immunizations.

## **MEDICATION DISTRIBUTION**

If your child needs to have prescription or non-prescription medication while at school, please use our school district "Request for Medication" form. In the event that you do not have this form with you at the time you are at the doctor's office, the doctor's note must also include:

1. The name of the medication
2. The dates to start and discontinue the medication
3. The amount that should be given to the child
4. At what time intervals

Parents should make every effort to administer medication to their child before or after school.

## **FIELD TRIPS**

Parents will be notified in advance of any field trips. No fees will be charged for these trips. Parents will be required to complete a permission slip for each child attending any off campus field trips.

## **TOILETING**

Children will be expected to manage their toileting needs with minimum adult assistance. To ensure safety and comply with state law children will be visually supervised at all times including when they are using the restroom facility. We recommend leaving a change of clothes at school in the event of an accident.

## **CLOTHING**

Preschool children participate in many exciting and potentially messy learning activities. Although efforts are made to keep your child's clothes clean, we cannot guarantee that children's clothes will not become soiled or stained. Please send your child in clothes that are ok to get dirty. Please dress children appropriately (i.e.

sweater and/or jacket when cold). To assure safety, please make sure your child wears non-slip, closed toe shoes, and no sandals or thongs. Also, please bring a change of clothes for your child, labeled with their name (including shirt, pants, underwear and socks). If your child is enrolled in the full day program, please be sure to bring at least two changes of clothes.

## **NAPPING**

*For Full Day Program Only* – Full day students are provided with a naptime everyday around 12:30 p.m. Children nap on cots. A small blanket and sheet should be brought from home for each child to use on their cot. The blanket and sheet should be clearly marked with the child's name. Crib sheets and twin flat sheets are the best size for the cots. *Parents must take home their child's sheet and blanket at the end of the week, and bring a clean sheet and blanket at the beginning of the week.* Children who are napping are allowed to sleep as long as they wish.

## **EMERGENCIES**

In the event of an emergency, the following procedure will be followed

1. All children will be kept at the center (classroom) until they are picked up by a parent or other authorized person. A person authorized by the parent will be requested to present their photo identification before the child is released.
2. Should it be necessary to evacuate, the evacuation site will be posted on the door. Every effort to contact parents will be made.
3. Staff will remain with the children until they are released to a parent or authorized person.

Please keep emergency information cards current to assist staff in the event of an emergency.

## **COURT ORDERS**

The preschool program will follow any and all custody/court orders that are authentic and up-to-date. It is up to the parent to supply the school with the most updated document to be kept in the child's file. Preschool staff will not become involved in any child custody disputes unless required by law.

## **CONFIDENTIALITY**

The use or disclosure of all information and records concerning enrollees or their families will be limited to purposes directly connected with the administration of the Orange Unified School District State Preschool Program. Orange Unified School District will permit the review of the child's basic data file by the child's parent (s) or parent's authorized representative upon request, and at reasonable times and places. As a parent and/or volunteer in the preschool program, you will observe the developmental skills of other children. We ask that you respect the confidentiality of each child participating in the program by not discussing other children's development or behavior. Teachers and other school staff cannot discuss another child's development, behavior, or program participation with you.

## **GRIEVANCE PROCEDURES**

If you ever have a problem, question or complaint about your child's classroom please follow the appropriate steps:

- 1) Discuss the issue with your **child's teacher**. Often, this is the quickest way to clear up any misunderstanding and arrive at a satisfactory solution.

- 2) If you feel that the problem has not been resolved and you are in our full-day program, please contact the **Director, Rachelle Vargas 714-628-5570**. If you participate in our part-day program, please contact our **ECE Coordinator, Cheryl Sosa at 714-628-4436**.

OUSD's program administrators will review all the appropriate policies and procedures, evaluate the information you provide, and discuss the situation with the staff. They will then make a decision and recommend a solution for the problem.



## **HOW TO QUALIFY FOR THE SUBSIDIZED FULL- & PART-DAY STATE PRESCHOOL PROGRAM Policies and Procedures for California Department of Education (CDE), Early Education and Support Division (EESD) Subsidized Families**

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**Eligibility** is determined by CDE EESD current regulations which are based on documentation and verification of: Income, Current Aid Recipient, Homelessness, Child Protective Services, At Risk of Abuse, Neglect and/or Exploitation, Parental Incapacity, Training, or Seeking Employment.

*All families (full and part-day) must meet **eligibility** requirements. Full-day families must also meet **need** requirements. Please contact our Eligibility Coordinator if you have any questions about how to qualify for our program.*

### **How Families are Selected for Full- and Part-Day Preschool**

Families are identified for enrollment in the preschool programs based on the guidelines established by CDE EESD and placed on a waiting list when classrooms are full. Eligibility is used because families are ranked by eligibility factors. There are several priorities (CPS, At Risk, lowest income, family size, etc.) which rank families in most need. As space becomes available in the Full and Part day programs, staff will contact families in order of eligibility ranking. Once the waiting list is exhausted, staff will contact Children's Home Society (CHS) and request a waiting list of eligible families who meet the criteria for full and/or part day preschool.

### **Enrollment Priorities for State Preschool Programs**

The first priority for services shall be given to four-year-old or three-year-old neglected or abused children who are recipients of child protective services or recipients who are at risk of being neglected or abused, upon written referral from a legal, medical, or social service agency, without regard to income.

The second priority shall be given to eligible four-year-old children who were enrolled in the California State Preschool Program (CSPP) as a three-year-old, without regard to income ranking. Children whose families have the lowest income ranking are admitted first. When two or more families have the same income, the family that has a child with exceptional needs shall be admitted first. If none of the families with the same income ranking has an exceptional needs child, the family that has been on the waiting list the longest shall be admitted first. After all eligible four-year-old children are enrolled, three-year-old children may be enrolled.

For **part-day**, part year services only, preschool eligible four-year-old children from over-income families shall be admitted before eligible three-year-old children from over-income families, up to the percentage allowed pursuant to EC 8235© or 8238.4(a)(1), whichever is applicable.

### **Conditions of Service in the Full & Part-Day Preschool**

Families must meet all eligibility requirements. Full-day families must continue to meet all eligibility and need requirements.

- All health and immunization requirements must be completed and kept up to date.
- Enrollment will be open to any child, provided the program can meet the needs of that child; there will be no adverse effect upon the other children; the child will benefit from the program; the center is able to meet the individual needs of the child; the child will not require additional staff time normally given to the group.
- Parents must agree in writing to abide by all Orange Unified School District State Preschool program policies (contained in this handbook and admissions agreement).

### **Documentation and Determination of Family Size**

Parents are required to provide their names and the names, gender and birthdates of the children identified in the family. This information is documented on a confidential application for child care and development services and used to determine your family size. It will be necessary for you to provide supporting documentation regarding the number of children and parents in the family:

1. The number of children shall be documented by providing at least one of the following documents, as applicable:
  - a. Birth certificates;
  - b. Court orders regarding child custody;
  - c. Adoption documents;
  - d. Records of Foster Care placements;
  - e. School or medical records;
  - f. County welfare department records; or
  - g. Other reliable documentation indicating the relationship of the child to the parent
2. When only one parent has signed the application and the information provided indicates the child(ren) in the family has another parent whose name does not appear on the application, then the presence or absence of that parent shall be documented by providing any one of the following documents, as applicable:
  - a. Records of marriage, divorce, domestic partnership or legal separation;
  - b. Court-ordered child custody arrangements;
  - c. Evidence that the parent signing the application is receiving child support payments from that person, has filed for child support with the appropriate local agency, or has executed documents with that agency declining to file for child support;
  - d. Rental receipts or agreements, contracts, utility bills or other documents for the residence of the family indicating that the parent is the responsible party; or
  - e. Any other documentation to confirm the presence or absence of a parent of a child in the family

If, due to the recent departure of a parent from the family, you are unable to provide any documentation, you

may submit a self-declaration signed under penalty of perjury explaining the absence of that parent from the family. You have six months from the date of certification to provide documentation.

### **Documentation of Income**

Parent is responsible for providing documentation of the family's total countable income for all the individuals counted in the family size. If you are receiving services because the child(ren) is/are at risk of abuse, neglect, or exploitation or receiving protective services, you will not be required to provide documentation of total countable income as long as the referral states fee will be waived.

### **Documentation of Public Assistance**

If you are a current aid recipient, you will need to provide documentation of public cash assistance.

### **NEED REQUIREMENTS FOR FULL-DAY PRESCHOOL ONLY**

#### **Based on Employment, Seeking Employment, Training, Seeking Housing, and Incapacity**

1. If you are eligible for subsidized care and development services based on income, public assistance, or homelessness, you must document that both parents meet a need criterion. The need criteria are: vocational training leading directly to a recognized trade, paraprofessional, or profession; employment or seeking employment, seeking permanent housing for family stability; and incapacitation.
2. Subsidized care and development services are only available to the extent to which you:
  - a. are unable to provide care and supervision your child(ren) for some part of the day.
  - b. there is no parent in the family capable of providing care for your child(ren) during the time you are requesting care; and
3. Supervision of your child(ren) is not otherwise being provided by school or another person or entity.

#### **Documentation of Seeking Employment; Service Limitations**

If your need as stated on your application for services is seeking employment, the period of eligibility for child care and development services is limited to 60 consecutive working days during your contract period (excluding any state of emergency declared by the Governor). You may receive up to 80 working days if you have received services based on employment or vocational training for at least 20 working days while receiving services for seeking employment. Services shall occur on no more than five days per week and for less than 30 hours per week.

#### **Documentation of Training toward Vocational Goals; Service Limitations**

If the basis of your need stated on your application for service is vocational training leading directly to a recognized trade, paraprofession, or profession, your child care and development services are limited to whichever expires first: six (6) years from the initiation of services; or upon completion of twenty four (24) semester units, or its equivalent, after the attainment of a Bachelor's Degree. The parent is required to provide documentation of the days and hours of vocational training, including:

1. A statement of 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, as applicable, will begin and end;
4. A current class schedule;
5. The anticipated completion date of all required training activities to meet the vocational goal; and
6. Upon completion of a quarter, semester, or training period, as applicable, a report card, a transcript,

etc.

This service limitation may vary contingent on your specific circumstance and should be discussed with the eligibility coordinator.

### **Documentation of Parental Incapacity; Service Limitations**

If your need as stated on your application for service is parental incapacity, child care and development services shall not exceed 50 hours per week. Documentation must include a release signed by parent authorizing a legally qualified health professional to disclose information necessary to establish that you meet the definition of incapacity and need service.

### **Documentation of Homelessness**

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

### **Documentation of Seeking Permanent Housing; Service Limitations**

If the basis of your need as stated on the application for services is seeking permanent housing for family stability, the period of eligibility for child care and development services is limited to 60-working-days during the contract period, except for limited circumstances your eligibility coordinator can share. Services shall occur on no more than five days per week and for less than 30 hours per week. The period of eligibility shall start on the day authorized by the contractor and extend for consecutive working days. Documentation of seeking permanent housing shall include a written parental declaration signed under penalty of perjury that your family is seeking permanent housing. The declaration shall include your search plan to secure a fixed, regular, and adequate residence and shall identify a general description of when services will be necessary. If your 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. Your eligibility coordinator will determine the number of weeks available for seeking permanent housing and the child care schedule, which may be a variable schedule, based on the documentation you provide. During the period of authorization and if necessary to verify need, the coordinator may request that the you provide, no more than once a week, either a declaration signed under penalty of perjury describing the activities you have undertaken during the previous week to seek permanent housing or a signed statement from the shelter, transitional housing agency, or homeless support program regarding your search progress to date. If you do not expect to secure housing prior to the end of the eligibility period:

- (1) You may request an extension in a declaration of need signed under penalty of perjury that includes an update of your search plan and either a description of the activities undertaken during the previous week to seek permanent housing or a signed statement from the shelter, transitional housing agency, or homeless support program indicating the your continued need for services; and
- (2) The coordinator may authorize an extension of search eligibility for up to 20 additional working days.

### **Notice to Families of Full-Day Preschool of Their Responsibility to Notify Contractor of Changes to Family Circumstances**

Once your family is certified for child care and development services, it is your responsibility to notify the Eligibility Coordinator within five calendar days of any changes in family income, family size, or need for services. In the event a parent no longer qualifies for full-day preschool based on need or eligibility, their child(ren) may continue in the part-day preschool, if space is available, through the remainder of the year.

## ENROLLMENT PROCESS FULL & PART-DAY

### Documentation for Family File

CDE EESD requires all contractors to establish and maintain a family data file for each family receiving child care and development services. Your family file is required to contain a completed and signed application for services and the following records as applicable to determine eligibility:

- (1) Documentation of income eligibility, including an income calculation worksheet;
- (2) Documentation of employment;
- (3) Documentation of seeking employment;
- (4) Documentation of training;
- (5) Documentation of parental incapacity;
- (6) Documentation of child's exceptional needs;
- (7) Documentation of homelessness;
- (8) Documentation of seeking permanent housing for family stability;
- (9) Written referral from a legally qualified professional from a legal, medical, or social services agency, or emergency shelter for children at risk of abuse, neglect, or exploitation
- (10) Written referral from a county welfare department, child welfare services worker, certifying that the child is receiving protective services and the family requires child care and development services as part of the case plan

Your family file shall also contain all child health and current emergency information required by California Code of Regulations, Title 22, Licensing Regulations.

### Documentation of Income Eligibility

You are responsible for providing documentation of the family's total countable income and we are required to verify the information, as described below:

- (1) The parent(s) shall document total countable income for all the individuals counted in the family size as follows:  
If employed, provide:
  - (A) 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
  - (B) All payroll check stubs, a letter from the employer, 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.
- (2) If your employer refuses or fails to provide requested documentation or when a request for documentation would adversely affect your employment, you are required to provide other means of verification that may include a list of clients and amounts paid, the most recently signed and completed tax returns, quarterly estimated tax statements, or other records of income to support the reported income, along with a self-certification of income.
- (3) If you are self-employed, provide a combination of documentation necessary to establish current income eligibility for at least the month preceding the initial certification, an update of the application, or the recertification that establishes eligibility for services. Documentation shall consist of as many of

the following types of documentation as necessary to determine income:

- (A) A letter from the source of the income,
- (B) A copy of the most recently signed and completed tax return with a statement of current estimated income for tax purposes, or
- (C) Other business records, such as ledgers, receipts, or business logs

- (4) Provide copies of the documentation of all non-wage income or self-certification of any income for which no documentation is possible, and any verified child support payments.

### **Notice of Action (NOA)**

A Notice of Action (NOA) is issued to parents regarding the following actions: approval or denial of services, termination of services, delinquent fee payment and/or changes to service. Please read the NOA carefully. If you have questions about a Notice of Action that you have received, please feel free to contact our Eligibility Coordinator. You also have the right to appeal any action that we have taken. Please see the back of the NOA for ways to appeal our decision.

### **Certification**

Families who qualify for the preschool program through their State application for services and have fully completed their official documentation needed, will be certified for services. All families will be recertified annually. Families that are considered "At Risk" will be certified through the period noted by a professional on their "At Risk" documentation, and will need to recertify at the end of the given period. You will be notified of your certification through a Notice of Action.

## **ADMISSION POLICIES & PROCEDURES**

### **RESIDENCY REQUIREMENTS**

- (1) In addition to other applicable eligibility requirements as specified elsewhere in this Handbook, to be eligible for child care and development services your child must be eligible to attend a school in the Orange Unified School District (OUSD) or have a parent who works within the boundaries of the Orange Unified School District and live in the State of California while services are being received.
- (2) Any evidence of a street address or post office address in OUSD or California will be sufficient to establish residency. A person identified as homeless is exempted from this requirement and shall submit a declaration of intent to reside in California.
- (3) The determination of eligibility for child care and development services shall be without regard to the immigration status of your child or you, unless your child or you are under a final order of deportation from the United States Department of Justice.

### **ATTENDANCE**

Attendance records and regulations are necessary so that the program may document children's attendance for audit and reimbursement for funding purposes, as well as planning for staff and the educational program. Your cooperation with attendance regulations and records directly affects the quality of the center's program for your child.

Parents are expected to sign child(ren) in and pick up at the scheduled time. After three late pickups, parent(s)

will have a conference with their child's teacher and program administration. If the child is picked up late again, the parent will receive a NOA stating their child(ren) will be dropped from the program. Parents must enter the exact time of arrival and departure of their child on the sign-in/out book in the Parent Area. Parents or other authorized adults must accompany the child to and from the classroom. The center cannot accept responsibility for children left at the gate or outside the classroom or who have not been signed in.

Children may leave the center with authorized persons only. ***PLEASE KEEP YOUR CHILD'S EMERGENCY CARD CURRENT.*** Authorized persons, as well as the enrolling parent, may be asked to identify themselves before they may take the child from the classroom.

If a child will be absent, parent must call the preschool classroom to let the teacher know that their child will not be at school and the reason for the absence. Upon the child's return, parent must write the reason for the absence on the sign in/sign out sheet. Please state the specific reason for the absence (i.e.: child sick, parent sick, sibling sick, car problem, special day with grandparent, etc.).

A child's attendance in the full-day preschool must be consistent and agree with the contracted hours. You may only utilize those child care hours which are necessary to maintain employment, a training program, job search, or to accommodate physical incapacity. Children enrolled in full-day preschool may NOT attend child care when the parent is not at work, school, job searching or incapacitated.

### **EXCUSED ABSENCES**

The following are the only excused absences:

1. Illness or quarantine of the child (stomach ache, headache, fever, sore throat, runny nose, diarrhea, flu, cold, unidentified rashes, ring worm, scabies, head lice, medical appointments, or any other serious illness or contagious diseases)
2. Illness or quarantine of the parent (same as above)
3. Family emergency – it is defined as:
  - a. Serious illness of an immediate family member
  - b. Death in the family
  - c. No transportation and/or transportation problems (serious mechanical failure, car accident, bus didn't come) that are beyond your control
4. Court ordered visitation; If an excused absence is based on time spent with a parent or other relative as required by law, an updated Court Order must be contained in your family file
5. Best interest of the Child is limited to 10 days per fiscal year. An absence in the "Best Interest of the Child" is defined as:
  - a. Required court appearance
  - b. Religious holiday
  - c. Referral for Child Protection Services
  - d. Visits with immediate family members
  - e. Need to be with the parent for the day
  - f. Family vacation/out of town or personal day

### **UNEXCUSED ABSENCES**

Unexcused absences are best defined as, but not limited to:

1. Didn't wake up in time (parent or child)

2. Couldn't find belongings (shoes, jacket, etc.)
3. Child didn't want to go to school, child was crying
4. Parent or child felt lazy
5. Babysitter didn't feel like taking child to preschool

Parents must notify the center daily when their child is going to be absent. Your child's preschool services may be suspended after 10 unexcused absences, which may lead to termination of services.

If the family will temporarily not have a need for subsidized preschool services, the family may be granted a *Limited Term Service Leave* (LTSL). Reasons for a LTSL shall include medical leave and family leave, and may include, but are not limited to, break in employment, school break, the child's visit with the non-custodial parent that is not ordered by the court, or family vacation in excess of best interest days. Family leave means a leave:

- For the birth and care of the newborn child of the parent,
- For placement with the parent of a child for adoption or foster care, and
- To care for the parent's child, spouse, or parent who has a health condition.

A LTSL shall not exceed 12 consecutive weeks in duration unless otherwise specified.

## **FAMILY FEES**

No fees will be charged to families in our part day State preschool program. Families certified for **full-day** preschool will be assessed the family fee at the time of certification and remain effective until there are changes to the original certification. It is the parents responsibility to notify the Eligibility Coordinator within five calendar days of any changes in family income, family size, or need for services. Family fees are based on a sliding scale according to family income and family size. All fees are based on days of enrollment and are not adjusted for excused or unexcused absences. Family fees are charged per family, per day and not per child. Family fees will be waived for families certified through CPS or At Risk, if the referral letter from the appropriate professional indicates that no fee is to be charged.

## **FAMILY FEE COLLECTION FOR FULL DAY PRESCHOOL FAMILIES**

Parents will receive an invoice attached to their child's sign-in & out sheet indicating the amount of family fees due each month. The amount noted on your invoice **is due and payable on or before the first of each month** (unless otherwise noted) and are considered **delinquent after seven (7) calendar days** from the date the fees were due.

Payments by check or money order (payable to Orange Unified School District) are to be made at your preschool site or the Child Development Services (CDS) office. Cash payments must be made at the CDS office only. Cash will not be accepted at the preschool site. Postdated checks are not accepted. Should a check be returned for insufficient funds, there will be a \$25 service fee and all future payments will require a money order. Once payment has been made, you will receive a written receipt. In addition, your invoice will show receipt of previous payments.

Fees are considered delinquent after seven (7) days from the date the fees were due. If fees are not received by the 7<sup>th</sup> of the month, families will receive a Notice of Action (NOA) stating that services will be terminated two (2) weeks from the date of the notice unless all delinquent fees are paid before the end of the two week

period.

### **CHILD CARE RECIEPTS**

Family fees paid for additional child care services to another provider can be credited to the family's subsequent fee billing period, provided the parent supplies an original receipt or cancelled check to verify the amount of the fee paid. The fee credit shall not carry over beyond the subsequent fee billing period. An original receipt or cancelled check will be required to prove payment of fees for each new billing period.

### **FAMILY CONFIDENTIALITY**

The use or disclosure of individual financial information concerning enrollees or their families will be limited to purposes directly connected with the administration of the Orange Unified School District CDS.

The program has developed guidelines of confidentiality for parent conferences. Confidential family matters that may have an influence on the child's behavior or development may be discussed with the CDS Administration or classroom teacher. Confidentiality of such information will be maintained.

### **TERMINATION POLICIES**

The following conditions could result in termination of child care services:

1. Failure to meet subsidy requirements
2. Knowingly using incorrect or inaccurate information to obtain preschool services
3. Violation of program policies and procedures
4. Delinquent fees
5. Any conduct by a parent or guardian toward a staff or a child which is deemed unacceptable including, approaching children other than their own, insulting or abusing any teacher in the presence of other school personnel or children at a place which is on school premises or public sidewalks, streets, or other public situation in connection with assigned program activities.

### **FAIR HEARING PROCEDURES**

Parents may request a fair hearing for an impartial review of application for eligibility, parent fees, or termination of service. Information regarding the Fair Hearing process is stated on the back of your NOA.

### **SEXUAL HARASSMENT**

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in District complaint processes (BP 5145.7(a)).

### **UNIFORM COMPLAINT PROCEDURES**

The Orange Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. Accordingly, annual notification is provided for students, employees, parents or guardians of students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties.

The Orange Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by the Board of Education. The Uniform Complaint Form is available on the District's website. Unlawful discrimination complaints may be based on 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 a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical Education Training Programs, Child Care Developmental Programs, Child Nutrition Programs, Special Education Programs, and Federal Safety Planning Requirements. Complaints regarding instructional materials, emergency or urgent facilities conditions posing a threat to the health and safety of students, and teacher vacancies or misassignments may be filed using the Williams Uniform Complaint Form, which is accessible on the District's website.

Any person, including, but not limited to individuals with a disability, requesting to file a complaint and who is unable to prepare a written complaint will be assisted by District staff in filing the complaint. Complaints must be filed in writing with the Assistant Superintendent, Educational Services, Orange Unified School District, 1401 North Handy Street, Orange, CA 92867, (714) 628-4466.

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's Decision. The appeal must include a copy of the complaint filed with the District and a copy of the District's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Orange Unified School District's UCP policy and complaint procedures are available free of charge. For further information, please refer to Board Policy 1312.3 and Administrative Regulation 1312.3.

**PARENT’S RIGHTS**

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee’s public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
5. Receive from the licensee the name, address and telephone number of the local licensing office.  
 Licensing Office Name: Community Care Licensing  
 Licensing Office Address: 750 The City Drive, Suite 250, Orange, CA 92868  
 Licensing Office Telephone #: 714-703-2800
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

LIC 995 (9/08) (Detach Here - Give Upper Portion to Parents)

**ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS’ RIGHTS  
(Parent/Authorized Representative Signature Required)**

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the “CHILD CARE CENTER NOTIFICATION OF PARENTS’ RIGHTS” and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

\_\_\_\_\_  
Name of Child Care Center

\_\_\_\_\_  
Signature (Parent/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE: This Acknowledgement must be kept in child’s file and a copy of the Notification given to parent/authorized representative.**

LIC 995 (9/08) For the Department of Justice “Registered Sex Offender” database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)



## **Acknowledgement of Receipt of Handbook**

I acknowledge receipt of Orange Unified School District's Preschool Parent Handbook. I have reviewed and agreed to comply with the policies and procedures stated within.

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Name**

\_\_\_\_\_  
**Parent Signature**