



Palermo Union School District

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# Palermo Union School District

Dr. Bryan L. Caples, Superintendent

## Palermo State Preschool Parent Handbook 2016-2017

### Palermo Preschool

7350 Bulldog Way  
Palermo, CA 95968  
Tel (530) 533-4730  
Fax (530) 532-7801



### Helen Wilcox Preschool

5737 Autrey Lane  
Oroville, CA 95966  
Tel (530) 533-1560  
Fax (530) 533-6949

Palermo Union School District  
7390 Bulldog Way  
Palermo, CA 95968  
(530) 533-4842 voice, (530) 532-1047 fax

\* Available on the PUSD website, <http://palermoschools.org/>

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# Welcome

Dear Parents & Guardians:

Welcome to the Palermo Union School District (PUSD) Preschool! We are excited to work with you and your child to develop the foundation for your child's future academic success. We strive to offer a quality program that recognizes and values each child's unique traits and potential. The curriculum is child centered and reflects best practices in preschool. Our preschool curriculum and instructional methods are based on the *California Preschool Curriculum Framework* and the *California Preschool Foundations* developed by the Department of Education. We look forward to a year of amazing growth and social development with your child.

We adhere to all state, county, and district rules regarding child care licensing, fire, safety, and nutrition. Our goal is to provide a safe, nurturing, and stimulating environment for all children in which to learn and develop.

This handbook was designed to acquaint you with our program policies and procedures. Please read and refer to this handbook as needed. Feel free to discuss any concerns or questions with our staff.

The Preschool office is located at the Palermo Union School District office...

Palermo Union School District  
Preschool Services  
7390 Bulldog Way  
Palermo, CA 95968  
(530) 533-4842 voice  
(530) 532-1047 fax

Thank you for choosing us to begin the educational journey and learning for your 21st century child.

## **Program Philosophy**

We believe children learn and develop when exposed to a rich and stimulating environment. This requires highly qualified teachers, a child centered curriculum, and developmentally appropriate educational materials and equipment. A quality preschool education provides activities that encourage children to learn through a balance of pre-literacy and numeracy activities, structured free choice, and hands-on experiences.

Our program will be inclusive of those with special needs, encourage respect for the feelings and rights of others and strive to be appropriate in all areas of our workings with families. We will refrain from any religious practice or instruction, and we not discriminate on the basis of sex, sexual orientation, gender, ethnicity or mental/physical ability in determining which children are served.

## **School Contact Information**

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## General Information

Palermo's preschools are part of the California State Preschool Program (CSPP) funded by the California Department of Education. We provide subsidized part day and full day services for eligible three and four year olds. The program also provides meals and snacks to children, parent education, and referrals to health and social services for families.

Due to the complexity of public funding, there are many rules and regulations that preschool staff and families participating in the CSPP program must follow. We understand that the enrollment process and ongoing eligibility for the program can be confusing, overwhelming and at times feel invasive. Our staff will assist you through the process.

Palermo State Preschool maintains all personal information in strict confidence. When determining eligibility for services and providing appropriate resources to families, it is often necessary for our staff to require families to share private, confidential information about themselves. The use or disclosure of all information pertaining to families shall be restricted to authorized personnel strictly on a need –to-know basis.

Personal, private or sensitive information regarding eligibility and attendance may be disclosed to any regulatory agency with which we are required to comply with or for the purpose of reporting suspected fraud, responding to fraud investigations, or licensing reporting requirements. Other agencies providing subsidy programs such as CalWorks or Child Care Food Programs, as well as fiscal auditors, representatives from the California Department of Education and the District Attorney are provided access to parent files as needed for the purpose of fulfilling contract compliance requirements, and/or fraud prevention or investigation.

# Holidays and Days Closed

## 2016-2017 Breaks, Holidays and Staff Development Days

### No Preschool Services

\*All dates subject to change, notification will be given in advance.

**PART DAY** preschool classes are **CLOSED** on the following holidays:

- September 5, 2016 Labor Day
- October 3-7, 2016 Intersession
- November 4, 2016 Staff Development Day
- November 11, 2016 Veteran's Day
- November 23-25, 2016 Thanksgiving Holidays
- December 19, 2016 – January 2, 2017 Winter Break
- January 16, 2017 Martin Luther King, Jr. Birthday
- February 17-24, 2017 President's Days/Intersession
- March 10, 2017 Staff Development Day
- April 17-21, 2017 Spring Break
- May 29, 2017 Memorial Day

**FULL DAY** preschool classes are **CLOSED** on the following holidays:

- July 4, 2016 Independence Day
- August 15, 2016 Staff Development Day
- September 5, 2016 Labor Day
- November 4, 2016 Staff Development Day
- November 11, 2016 Veteran's Day
- November 24-25, 2016 Thanksgiving Holidays
- December 23, 2016 – January 2, 2017 Winter Break
- January 16, 2017 Martin Luther King, Jr. Birthday
- February 17, 2017 Lincoln's Birthday
- February 20, 2017 Washington's Birthday
- March 10, 2017 Staff Development Day

## Preschool Daily Schedule

The daily preschool schedule varies by site. Please see the site supervisor for a copy of the schedule. The lesson plans are designed to encourage children to discover, create, explore, experiment, observe, discuss and share. Weekly lesson plans are posted on the parent communication board.

## Potty Training

All part day and full day preschool students **MUST** be potty trained before being enrolled in class. A potty trained child is a child who can do the following:

1. Be able to **TELL** an adult they have to go potty **BEFORE** they have to go. They must be able to say the words "I have to go potty" before they have to go.
2. Be able to pull down their underwear and pants and get them back up without assistance.
3. Be able to wipe themselves after using the toilet.
4. Be able to get off the potty by themselves.
5. Be able to wash and dry their hands by themselves.

6. Be able to postpone going if they must wait for someone who is in the bathroom or if the class is outside and away from the bathroom.
- Parents/guardians of students that are found not to be potty trained will be called to come in and change their children if/when they have an accident. Habitual accidents may cause a student to be dis-enrolled from the preschool program.

## **Parent Information**

- Parents are encouraged to volunteer in the preschool classrooms.
- All volunteers must be fingerprinted and have a **negative** tuberculosis skin test, proof of MMR shot (measles, mumps, rubella), proof of TDAP shot (pertussis), and an annual flu shot prior to volunteering in the classroom.
- The program recruits volunteers for additional resources.
- The PUSD Preschool Program encourages an “open door” policy that includes visitation, observation and participation whenever possible. Parent activities, talents, and skills are always welcome.
- Formal parent/teacher conferences occur two times a year. Informal conferences may take place any time throughout the course of the year.
- Newsletters will be sent home monthly.
- The Parent Communication Board is located near the classroom entrance. It contains menus, weekly lesson plans, a calendar of events, parent volunteer sign-up sheet, program information, and the class newsletter. Also included on the board is state licensing documents. Please check the board on a daily basis.
- Parent Meetings and/or Advisory Committee meetings will be held throughout the year to advise the child development program on issues that relate to the services of children and families.

## **Sign In/Sign Out Procedures and Pick-up Policies**

Your child must be signed in and out each day by the designated responsible adult (18 years or older). Signature must include full first and last name and include the time of sign in and sign out. Only adults listed on the child’s application form/emergency card will be allowed to take the child from the preschool program. Anyone picking up the child must be prepared to show picture identification. This policy is strictly enforced to ensure the safety of your child.

Prompt arrival and departure of students to and from the program is expected. Our goal is to honor our staff members’ personal time by ensuring your child is picked up in a timely manner. Should a late pick up occur (15 min. late), a late fee may be charged at the rate of \$1.00 per minute beyond the late pickup time. When 30 minutes has elapsed beyond the preschool dismissal time, the sheriff’s office may be called. A total of five late pickups may result in termination from the program. Please arrive promptly at dismissal time. Sign your child out when you exit the classroom. If you will be late in arriving, please call. It helps to minimize

unnecessary concerns. No other person than those who appear on the emergency card will be allowed to pick up your **child**. **In the case of separation/divorce, court documents must be provided to inform the site of custodial rights and days and if the non-custodial parent may pick up the child. No changes to the pick-up authorization form will be accepted by phone. Restraining orders must be on file with our school office and district office.**

## **Absences and Best Interest Days**

**Absences:** The teacher/principal must be notified when an absence occurs. The child may be withdrawn from the preschool program after 5 consecutive days of absence if the site supervisor is not notified. After five (5) consecutive days of absence, as a result of an illness, a doctor's note may be required.

Excused absences include:

- Illness or quarantine of a child or parent
- Doctor/Dentist Appointments for child or parent
- Family emergency...includes illness of family member, death in the family, fire etc.
- Court ordered visitation (copy of court order must be submitted for our files)

Unexcused absences include:

- Didn't feel like coming to school
- Sleeping in
- 10 Best Interest Days have been used up
- Suspension due to behavioral issues

*After five (5) unexcused absences your child will be terminated from the program.*

On the first day the child returns, the parent/guardian must note the reason for absence on the sign in sheet or bring in appropriate documentation.

**Best Interest Days:** Best Interest Days are limited to ten (10) days of the fiscal year (July 1 – June 30)

- Time spent with parents/guardians
- Out of town
- Religious holiday

**Reminder:** For any fee based students, you will be charged for the day no matter the reason for the absence.

## Medical Exclusion Policy

A child who is not well does not benefit from our program and can adversely affect the health of other children. If you have any doubts about your child's health, please keep your child at home.

No child shall come to class or stay in class when the following symptoms are present. Children brought to school with the following symptoms will be sent home:

- Fever
- Diarrhea
- Vomiting
- Body rash with fever
- Sore throat with fever and swollen glands
- Eye discharge or pink eye
- Head lice or nits
- Severe coughing
- Yellow skin or eyes
- A child with discolored discharge from the nose or extreme congestion causing difficulty breathing
- Fever within the last 24 hours
- Failure to comply with the mandated health examination, immunization and tuberculosis skin testing requirements

*\*\* Children must be symptom free for 24 hours before returning.*

When a sick child is taken home from school, he/she is required to stay home the following day to ensure that he/she has a chance to recover. If a child is out more than 5 days in a row, a medical release from the doctor is required to return to school.

# Discipline

PUSD Preschool believes that all children are entitled to a safe environment in which children's behavior that might pose a risk to the safety of others is minimized. The goal of this policy is to work with parents in a partnership to encourage the children to become creative, independent, responsible, and socially appropriate. This involves teaching children to make responsible choices, and accepting the consequences of such choices.

Our staff will use these guidance strategies:

- Active listening
- Positive verbal praise and acknowledgement
- Redirection
- Planned ignoring of the behavior
- Modification of the environment/schedule/transitions
- Clear and consistent direction
- Problem-solving with open-ended questions
- Natural consequences
- Remembering time (intervention technique where staff may remove child from area, either sitting next to or within teacher's view to assist a child in gaining self-control so he/she may safely return to the group.)

Aggressive behavior may result in a phone call to parents to pick up their child from the program. Aggressive behavior is defined as deliberate, repeated, and uncontrolled attacks on others physically and/or verbally, and uncontrolled behavioral patterns including, but not limited to, defiance, disrespect, biting, hitting, kicking, excessive profanity, or throwing of equipment.

If negative behavior becomes chronic, PUSD will convene a student study team. This team will be made up of all those involved with the child, either directly (parent and child care staff) or indirectly (PUSD Preschool director and other professionals as appropriate). This team may be asked to review the child's progress and develop a behavior intervention plan.

If it appears that the child is not benefiting from the PUSD preschool program, the student study team will make the determination of discontinuing services based on the following factors:

- A child's behavior is consistently disruptive to the class, and/or
- The child is of danger to him/herself or to others, and
- The behavior intervention plan has been followed but has not yielded the desired results.

## **Termination from the Program**

Services may be terminated at any time for the following reasons:

- Excessive unexcused absences – 5 per school year
- 20 minutes or more late pick-ups of child – 5 per year
- Harm or injury to another child or adult in the program
- Continuous disruptive behavior from a child or a parent
- Failure to submit the physical report within 30 days of enrollment
- 3 late payment notifications given in a 6 month period

PUSD has carefully developed these conditions to ensure the safety of your child and the quality of the program. Fees will not be refunded if services are terminated for failure to abide by these procedures.

## **School Parties & Birthdays**

Classrooms may have several parties throughout the year. Please inform the teacher if your child is not able to participate in these events due to religious beliefs. Special arrangements can be made for your child during this time if needed.

Children are invited to celebrate their birthdays at school. If parents choose to bring a birthday treat, we prefer a treat that is nutritious, healthy and store bought. Please inform the teacher if your child will not be able to participate.

## **State Preschool Fees**

State Preschool Fees are based on gross monthly income and family size. The monthly fee is calculated using a sliding income scale.

Palermo Union School District accepts payment for monthly fees by cash, check, or money order. The monthly fee is due on the first day of each month for services provided in that month and is considered late after the 7th day. Drop boxes for payment are located in each of the preschool classrooms. Parents/Guardians are required to pay their monthly contracted fee even if the child is absent or uses the facility for a small amount of time. A 10% late fee may be added if payment is not received by the 7th of the month. If your account becomes past due, your child will not be allowed to continue in the program and the Palermo Union School District will be forced to take legal action.

There will be a \$30.00 processing charge should the bank not honor your personal check.

All checks are to be made payable to the Palermo Union School District (PUSD).

## Formal Complaints

We strive to maintain a quality program; however, prompt and equitable resolutions of complaints are practiced in the following manner:

- Initial contact should be made with the teacher. If the issue is not resolved, then contact the:

Site Supervisor

Preschool Director

Superintendent or Designee

Any person may file a complaint alleging a violation of law, policy, or regulations governing the program. The procedure for handling any such complaint shall be the procedure detailed in Board Policy 1312.3. Formal complaint forms are available upon request from the district office.