



**Jurupa Unified School District  
Education Services**

**Pre-K School Readiness Center**

**Head Start Family Handbook**

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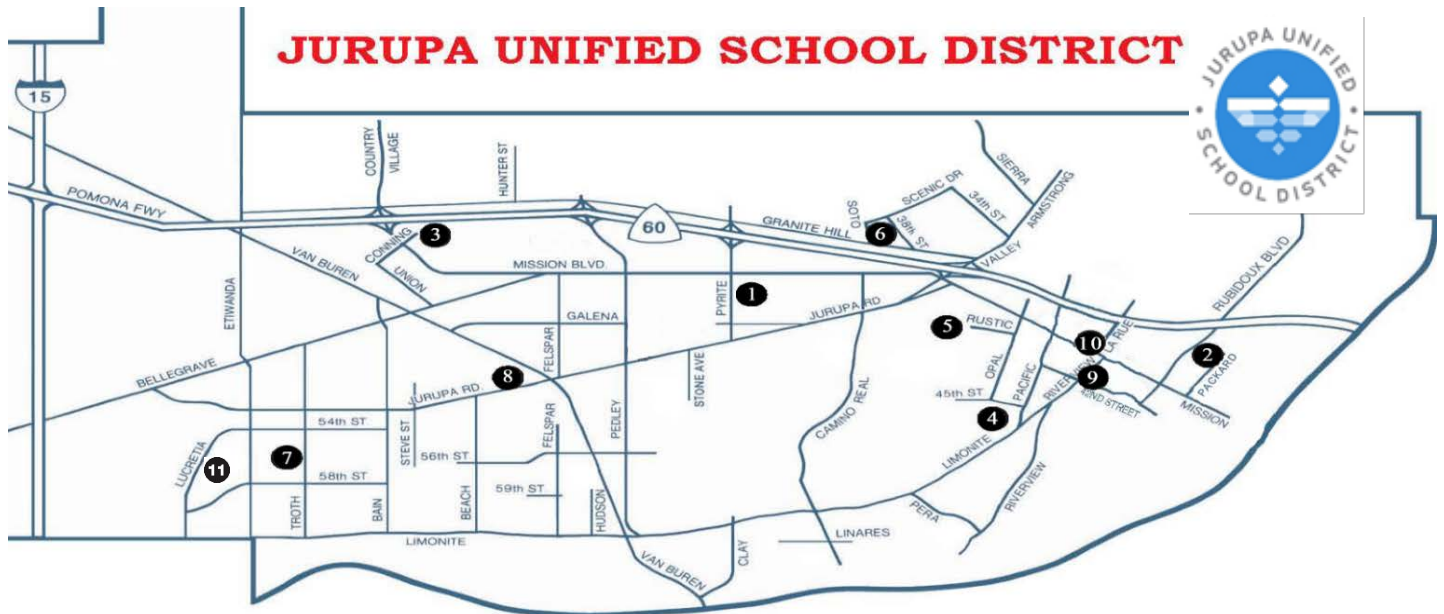
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## OUR PRESCHOOL PROGRAMS

Welcome to the Jurupa Unified School District Early Childhood Education Program. It is our pleasure and privilege to share in the growth and development and your child and your family.

Our Head Start Preschool Programs are housed on four elementary campuses and the Pre-K School Readiness Center:

- Ina Arbuckle Elementary (Facility License #: 330910778)
- Pacific Avenue Elementary (Facility License #: 330910779)
- Troth Street Elementary (Facility License #: 334810979)
- West Riverside Elementary (Facility License #: 330910780) Full Day Program
- Pre-K School Readiness Center (Facility License #: 334820583)



Head Start/State Preschool/Title I Programs  
(Ongoing registration)

- |  |                                   |
|--|-----------------------------------|
| 1. Glen Avon Elementary (Temporarily Closed) | 6. Sunnyslope Elementary          |
| 2. Ina Arbuckle Elementary                   | 7. Troth Street Elementary        |
| 3. Mission Bell Elementary                   | 8. Van Buren Elementary           |
| 4. Pacific Avenue Elementary                 | 9. West Riverside Elementary      |
| 5. Rustic Lane Elementary                    | 10. Pre-K School Readiness Center |
|  | 11. Sky Country Elementary        |

We have prepared this handbook to acquaint you with our program and provide an ongoing reference to your questions about our guidelines, policies, procedures and daily operations. It is important to keep this handbook with the copies of your enrollment documents so that you can refer to the information throughout the school year.

Any information not found in this handbook can be obtained by contacting the School Readiness Center Office via the contact information below:

School Readiness Center  
5960 Mustang Lane  
Jurupa Valley, CA 92509  
(951) 222-7850

Katrina Brooks, Coordinator of Early Childhood Education  
Katrina\_brooks@jUSD.k12.ca.us

## PROGRAM OVERVIEW

Jurupa Unified School District's Preschool Programs offer comprehensive early childhood development services to children and families residing within and around Jurupa Valley. The program consists of several part-day classrooms and one full day classroom that provide educational experiences designed to enhance the social competence and school readiness of over 400 students, 3-5 years of age. To support the whole child, our programs work to enhance family engagement by providing supportive services that include parent education, health, nutrition, and access to social services within the community.

The Head Start Preschool Program is funded by a grant from the U.S. Department of Health and Human Services, Administration for Children and Families (ACF) through the Riverside County Office of Education.

## PHILOSOPHY

We believe that the child constructs knowledge by his/her interaction with their physical and social environment. Further, we believe that appropriate instructions for preschool children should be informal, interactive, and individualized. Young children have a right to a curriculum which demonstrates that we value and recognize each child's unique social, emotional, physical, and cognitive development as well as his/her cultural and linguistic background. Thus, developmentally appropriate practices are the keystones of our program in encompassing the curriculum, instruction, and assessment. Since we believe that the home provides the primary environment for learning, parents serve as our partners in designing the most appropriate program for their children. In addition, we believe that supportive health and social services are necessary in order for children to derive the greatest benefit from their preschool experience.

## PROGRAM GOALS

The goals of the JUSD Head Start Preschool Program are to enhance the total growth of each child and ensure that children and families achieve six broad desired results that have been defined as conditions of well-being for children and families:

- DR1: Children are personally and socially competent
- DR2: Children are effective learners
- DR3: Children show physical and motor competence
- DR4: Children are safe and healthy
- DR5: Families support their child's learning and development
- DR6: Families achieve their goals

In order to achieve these goals, children and families will participate in a variety of activities. Each preschool teacher will develop unique activities based on his/her assessment of the needs of the children and desires of the family.

Within the Head Start classroom, teachers will plan activities that support the development of school readiness goals in the following domains:

- Approaches to Learning
- Social and Emotional Development
- Language & Literacy
- Cognition
- Perceptual, Motor, and Physical Development

## NON-DISCRIMINATION POLICY

The Preschool Programs of the Jurupa Unified School District are committed to providing a safe school environment where all individuals are afforded equal access and opportunity. 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 race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; 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.

## COMMUNITY CARE LICENSING

Our preschool facilities are licensed by the State of California, Department of Social Services, Community Care Licensing Child Care Division.

The Department or licensing agency shall have the authority to come into the preschool facilities unannounced for the purposes of annual inspections or investigation of complaints against the facility; interview children and staff without prior notification inspect and audit child or facility records without prior notification; observe the physical condition of the child and/or children, including conditions which could indicate abuse, neglect, or inappropriate placement.

Annual Licensing Reports and Complaint Investigation Reports are a matter of public record and copies are available to parents/guardians upon request.

## REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

As designated mandated reporters, all Jurupa Unified School District employees are required by law to report suspected incidences of child abuse or neglect. To ensure confidentiality and safety of the children and staff, staff is directed not to disclose to parents/guardians when a suspected child abuse/neglect report has been filed.

## CONFIDENTIALITY

Release of information regarding your family's financial status and your child's records will be limited to program staff. Documents are subject to review by auditors, and representatives of Jurupa Unified School District (JUSD), Riverside County Office of Education (RCOE), California Department of Education (CDE) and their Child Development Division (CSPP), Office of Head Start (OHS) and Community Care Licensing Division (CCLD). Documents and records are also subject to review by other Social Services Agency when such access to information is due to an investigation regarding the family or the child.

## PARENT'S RIGHTS

As a parent/guardians of a child participating in our Head Start Preschool Program, we believe that you should expect:

- ✓ To be treated with courtesy and respect
- ✓ To be welcomed in the classroom
- ✓ To be informed about community services
- ✓ To participate in a variety of parent training/meetings
- ✓ To voluntarily participate in your child's program
- ✓ To be informed about and participate in decisions affecting the planning and operation of the program
- ✓ To be informed about your child's progress in the program
- ✓ To receive guidance from staff regarding child development and activities that can be provided at home

## OPEN DOOR POLICY

Parents are important partners in the education of our children and are invited to visit the classroom at any time to observe and participate in their child's development.

According to the California Health and Safety Code, Section 1596.857:

1. Parents/guardians, upon presentation of identification, have the right to enter and inspect the preschool facility, in which their children (ren) are receiving care, without advance notice to the provider. Entry and inspection is limited to the normal operating hours while their child (ran) is receiving care.
2. The law prohibits discrimination or retaliation against any child or parent/guardian for exercising their right to inspect the classroom.
3. The law requires that parents/guardians be notified of their rights to enter and inspect.
4. The law requires that this notice of parents' rights to enter and inspect be posted in the facility in a location accessible for parents/guardians.
5. The law authorizes the person in charge of the preschool facility to deny access to a parent/guardian under the following circumstances:
  - a. The parent/guardian is behaving in such a way which poses a risk to children in the facility.
  - b. The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent not to permit access to the non-custodial parent.

## RELIGIOUS INSTRUCTION

This program refrains from religious instruction or practices.

## CIVILITY GUIDELINES

To promote safety and a harassment-free environment for all children, staff, and other parents, abusive behavior, use of obscenities, speaking in a demanding, loud, insulting, and/or demeaning manner to any child (including your own), staff or other parent may result in termination from the program. Refer to district Civility Guidelines and California Education Code sections 32211, 44811, and Penal Code sections 626.6 and 626.8.

## SMOKE-FREE ENVIRONMENT

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. District employees are expected to serve as models for good health practices that are consistent with District policies.

In the best interests of students, employees, and the general public, the Board of Education of the Jurupa Unified School District prohibits the use of tobacco products at all times on district property and in district vehicles. The prohibition applies to all employees, students, visitors and other persons at any school or school-sponsored activity or meeting.

## UNIFORM COMPLAINT PROCEDURE

The programs shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135. (Board Policy 1312.3)

Any person, including any parent/guardians of a pupil enrolled in a Preschool Program, may file a complaint using the following process:

- Step 1: Complaint made directly to the employee against whom the complaint is lodged.
- Step 2: The coordinator will attempt to resolve the complaint informally.
- Step 3: If informal resolution fails, the complaint is submitted to the Coordinator in writing, who shall attempt to resolve it.
- Step 4: If the complaint cannot be resolved at the site level, the written complaint may be appealed to the Director of Elementary Education.
- Step 5: If not resolved, the written complaint may be appealed to the Superintendent/Designee for review and resolution.
- Step 6: The resolution decision of the Superintendent/designee shall be final unless the complainant, the employee, or the Superintendent requests a closed hearing before the Board of Education on the complaint.
- Step 7: The decision of the Board, following the hearing, shall be final.

For further information, refer to your copy of the Jurupa Unified School District Parent Guide.

## PARENT'S RESPONSIBILITIES

When you enroll your child in our Head Start Preschool Program you agree to accept the basic services that are provided.

1. If staff identify a condition which could endanger your child, parents are expected to cooperate with us in providing the needed treatment.
2. The staff uses classroom management techniques which do not include physical or verbal punishment. Physical or verbal punishment of children while under our care is forbidden by both state and local policies. Also, while the child is under staff supervision, parents/guardians must not physically or verbally punish their own children or other children in the program.
3. Parents will have the opportunity to participate in developing goals for your child and implementing the home learning activities on a regular basis.
4. Children who are enrolled are expected to be in regular attendance at school. Excessive absenteeism may result in your child being dropped from the program.
5. To support your child's overall well-being, other services may be offered with proper parental consent.

## CHILDREN WITH SPECIAL NEEDS

The Head Start Preschool Program welcomes children with special needs and believes in providing an enriched preschool environment for all children. The programs collaborate with parents/guardians and the appropriate local education agencies to both monitor and support the growth and development of children identified with disabilities or who are found eligible to receive specialized services.

## SAFETY

The first responsibility of program staff, children and families is to provide a safe indoor and outdoor environment for the children. The following are guidelines to help parents, guardians and teachers maintain a safe environment for our preschool children, families, and staff:

- Ensure that children arrive at school in clothing that allows them to utilize play equipment without concern for loose ends; shoes should be closed toe, have backs or heel straps and non-slip soles.
- Ensure that children walk holding hands with a responsible adult when arriving and leaving the school campus.
- Ensure that children are in the direct view of a responsible adult at all times.
- Ensure that children are never be left unattended in a vehicle.
- Immediately report any unsafe conditions observed within or around the preschool classroom.

## DISCIPLINE IN THE CLASSROOM

We want children to become independent and develop self-control. The purpose of discipline is to guide and teach respectful, positive, and responsible behavior for all children. Children are able to learn emotional regulation and self-discipline through constant positive reinforcement and positive redirection. It is vitally important to affirm a child's self-esteem even when the child's behavior is unacceptable. The Head Start Preschool Program will take the necessary steps to ensure that discipline in the classroom upholds the personal rights of all children and provides a safe environment for children, families, and staff.

Staff members will:

- Recognize all children as individuals by treating each person with respect. There is no yelling, name-calling, shaming, verbal or physical punishment.
- Establish limits and boundaries that provide a safe environment while meeting individual needs.
- Reinforce positive behavior.
- Teach children how to solve problems.
- Help children communicate effectively.
- Redirect inappropriate behavior.
- Help children accept responsibility for themselves and others.
- When unacceptable behavior occurs, staff will take the following steps:
  - Remove children from overwhelming situations.
  - Stop harmful behavior and assist them in changing activities.
  - Help children resolve conflicts.
  - Remind them of behavior limits.
  - Talk with parents or guardians to identify problems and find solutions to help the child succeed.

Communication between parents/guardians and Teachers is important in understanding and/or supporting a child's behavior. If unacceptable behavior continues, teaching and administrative staff will work with families to develop a plan that may include seeking resources and assistance from District and Community Partners who specialize in behavior.

Ensuring regular daily attendance is critical for student and family success. No less important is establishing a safe and inclusive classroom environment for students and staff. To that end, the program will severely limit the use of suspension due to challenging student behavior(s) and will expressly prohibit expulsion from the program due to student behavior(s).

### **POLICY (1302.17(a))**

The program will promote and implement strategies to ensure that temporary student suspensions are employed as a last resort and only where there are serious safety concerns that cannot be reduced or eliminated by the provision of reasonable modifications. Temporary suspensions will only result through a comprehensive Tier III Case Management process that will



include, but not be limited to the collaborative efforts of the program's Multi-Disciplinary Team (MDT), which may include the Mental Health/Disabilities Consultant, Licensed Vocational Nurse, Early Childhood Specialists, Community Partners providing Early Childhood Mental Health Consultation Services and the student's parent(s) or guardian(s).

## FAMILY PARTNERSHIPS

Family involvement strengthens the success of our Head Start Preschool Program and the children we serve. We recognize families as the child's first and most important teacher, and as being an integral component of a child's development. We believe that in order for children to succeed, parents/guardians must be engaged in every aspect of their child's educational program. The sharing of decisions affecting the future of preschool children is a primary aim of parent participation and involvement and parents/guardians are encouraged to volunteer in a variety of ways.

### ***Family Partnership Agreements***

Parents will be given the opportunity to participate in the family partnership building process to identify their family's strengths, interests, and needs. Staff will support families by providing appropriate resources and referrals to community agencies. Staff will also work with families to develop and follow-up on family goals.

### ***Parent Volunteers***

Opportunities to volunteer in the classroom are abundant and provide an opportunity to contribute to, and share in the learning experiences of your child.

Parents or other adults in the family wishing to volunteer in the classroom:

- ✓ Must have a current TB clearance on file (within the last year), TDAP, MMR, and Influenza
- ✓ Must make other child care arrangements for children not enrolled in the program. Only children currently in the program are allowed to participate in classroom activities, including field trips.
- ✓ Must dress in comfortable attire that allows for sitting on the floor or small chairs, helping children with paint or messy activities and play, serving food, engaging in active play and participation with children.
- ✓ When volunteering in the classroom, it's important for families to model the behaviors that the Head Start Preschool Program has defined as appropriate to the successful development of your child and the other children present in the classroom. If at any time you require assistance with understanding what is appropriate, please do not hesitate to speak with a member of the teaching team.

***HOT BEVERAGES, PERSONAL FOOD ITEMS, AND CELL PHONE USE IS NOT PERMITTED IN THE PRESCHOOL CLASSROOM.***

### ***Parent Meetings and Workshops***

Monthly parent/guardian meetings provide an opportunity for Teachers to share monthly classroom and program news with families and are held in the classroom during the first or last 15 minutes of class. Parents/guardians are encouraged to participate in these short Parent Meetings to stay informed and learn how to support their child's learning at home.

### ***Supporting your child at Home***

Opportunities to support your child's learning at home will be shared with parents on a daily and weekly basis through Learning Genie and hands-on materials provided by the Classroom Teacher.

Parents/guardians will be given the opportunity to participate in the family partnership building process to identify their family's strengths, interests, and needs. Staff will support families by providing appropriate resources and referrals to community agencies.

### ***Head Start In-Kind (Non-Federal Share) Contributions***

Time spent by parents in the classroom volunteering is an important component of our Head Start Preschool Program. All parent volunteer time is recorded and reported monthly to track our in-kind donations which are required for the federal funding Head Start receives. Hours that parents spend volunteering in the classroom or conducting home learning activities contribute to our in-kind and help meet our Non-Federal Share Match. Since federal guidelines require programs to keep records of all In-Kind, parents must document all hours spent volunteering in the classroom on a monthly Statement of In-Kind Form.

\*Without parent participation and volunteer efforts, the program may not meet its in-kind goals, and future funding for the program may be jeopardized.

## FAMILY PARTNERSHIPS (continued)

### *Policy Council and Policy Committee (PC)*

The purpose of the PC is to offer families an opportunity to participate in the program by being involved in on-site decision making that supports the short and long term goals of the Head Start Preschool Program. The PC serves as an important component of our program and meets monthly throughout the school year to discuss the needs of the program including approving decisions related to the following:

- Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- Program recruitment, selection, and enrollment priorities.
- Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
- Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- Bylaws for the operation of the policy council.
- Program personnel policies and decisions regarding the employment of program staff, including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- Developing procedures for how members of the policy council of the Head Start agency will be elected.
- Recommendations on the selection of delegate agencies and the service areas for such agencies.

Dates and times of the PC meetings will be available online and also posted at the Head Start sites.

## HEALTH REQUIREMENTS

All children enrolled in the Head Start Preschool Program must have a current physical examination on file that includes blood test for anemia and blood lead test taken after 24 months of age. Physical examinations may be obtained from a child's regular physician or through the County Health Department. Physicals are due at the start of the program and annually thereafter. Parents/guardians will receive notification of when the annual physical is due.

In addition to the physical, all children in enrolled in the Head Start Preschool Program must be up-to-date on their immunizations prior to attending. Parents/guardians will be supported in obtaining additional age appropriate immunizations throughout the school year. **If there are any changes in medical history, please advise our program immediately.**

## EMERGENCY CONTACTS

In the event of an emergency, it is important that school staff is able to contact parents/guardians. Please keep your local phone number and your emergency numbers up to date at all times. If an emergency arises with your child, we must be able to immediately reach you, or someone you trust to make a decision on your behalf. People that are listed on your Emergency Information Form must be 18 years of age or older and preferably live locally. Anyone included on your Emergency Information Form should be notified of their responsibility to pick up your child from program in the event of an emergency, illness, or when the parent/guardian cannot be reached or is unable to arrive in time. Your child can only be released to the people that are listed on the Emergency Information Form. All individuals picking the child up from the program must show a valid Picture Identification Card that has their name listed as the parent has listed it on the Emergency Information Form. When adding emergency contacts, please do not use nicknames.

Any changes to the Emergency Information Form, including adding or deleting emergency contacts must be made in person at the School Readiness Center by the parent/guardian.

## HEALTH SCREENINGS

To ensure that all children are healthy enough to participate in the daily activities within the Head Start Preschool Program, all children are screened at the beginning of the school year in the areas of dental, hearing, vision, height and weight with parental consent.

### *Dental Screenings*

Dental screenings are performed by Borrego Health within the first 45 days of instruction. The dental screening is performed on the school site by a Licensed Dentist in Borrego's mobile dental clinic. Children are escorted to and from the clinic by preschool program staff who remain with the children until the screening is completed. Children who are screened and require follow-up services are serviced through Borrego and services are coordinated between Borrego and the parent/guardian.

### *Vision Screenings*

George P. Cheng, Children's Vision Screening Program in conjunction with Lions KidSight USA and Loma Linda Eye Institute provide free vision screening within the first 45 days of instruction. Trained volunteers will screen children in their classroom using a SPOT vision screener. Parents will receive a copy of the vision screening results. Children identified as needing further screening, are referred optometry for formal vision testing. The preschool nurse will assist parents in finding optometry services available in their area or assist in finding resources for children without vision coverage.

Children absent during or enrolled after the mass vision screening, will be screened in their classroom by the preschool nurse who is certified to perform preschool vision screenings. Children will be screened using the Lea Symbols Eye Chart at 10ft, by playing the "Matching Game." Parents will be provided a copy of screening results. Children who do not pass a 2<sup>nd</sup> acuity vision screening, are referred to optometry for formal vision testing. The preschool nurse will assist parents in finding optometry services available in their area or assist in finding resources for children without vision coverage.

### *Hearing Screening*

Hearing screenings are performed by the preschool nurse who is certified to perform preschool hearing screenings. While in class, small groups of children are called to a quiet area of the classroom to play "The Listening Game". During the game, each child's hearing is individually tested at 1000, 2000, 3000, and 4000 db. Children who do not pass a 2<sup>nd</sup> hearing screening are referred to their primary physician for formal audiometry testing.

### *Height/Weight Screenings*

Height/ Weight Screening are completed twice a year. Children are screened in class by the preschool nurse and the results are recorded on each students' individual growth chart. Parents will receive a nutrition notification regarding their child's BMI at the end of each screening. Parents of children found to be above the 85<sup>th</sup> percentile or below the 4<sup>th</sup> percentile for BMI, are offered a nutrition consultation with our contracted registered dietician. The dietician provides families with positive, culturally appropriate information and education to assist in improving the nutritional health of the child's entire family. All parents, regardless of their child's screening results, are welcome to request a nutrition consultation.

## EXCLUSION POLICY

To ensure the health and safety of children and staff, children are expected to be free from illness and communicable diseases while attending preschool. If a child becomes ill while at school, the teacher will contact the parent immediately. If a parent/guardian cannot be reached, an adult listed on the emergency card will be contacted to pick up the child. Children will be sent home if they have any of the following signs/symptoms of illness:

- **Temperature:** Temperature is 101 degrees or greater accompanied by behavioral changes (irritability, sore throat, rash, lethargy).
- **Symptoms and signs of possible severe illness:** Unusual lethargy, uncontrollable coughing, irritability, persistent crying related to ill feeling, difficulty breathing, wheezing, or other unusual signs.
- **Uncontrolled Diarrhea:** Watery stool that cannot be contained in the diaper (leaking), or cause frequent "accidents" in toilet-trained children. Child may return to school when loose stool can be contained in a diaper or when child is no longer having "accidents" and frequency is no more than 2 stools above normal during the program day.

## EXCLUSION POLICY (continued)

- **Vomiting illness:** Vomiting more than two times in the previous 24 hours, unless the vomiting is determined to be caused by a non-infectious condition.
- **Mouth sore with drooling that the child cannot control:** Unless the primary physician or public health authority states that the child is noninfectious.
- **Rash with fever or behavioral changes:** Until primary care provider determines that the illness is not infectious
- **Pink Eye (bacterial conjunctivitis):** Indicated by pink or red conjunctiva with white or yellow eye mucous drainage and matted eyelids after sleep. NOT EXCLUDED UNLESS CHILD ALSO HAS EYE PAIN, ITCHING, FEVER, OR REDNESS AND SWELLING AROUND THE EYELIDS. For children with these symptoms, please consult primary care provider.
- **Abdominal pain:** For pain that continues for more than two hours or intermittent pain associated with fever or other symptom of illness
- **Scabies, Head Lice, or other infestations:** Upon identification of lice, or other infestation, parent/guardian will be notified, in a confidential manner, at the end of the school day. The child may return to school after the first treatment has begun. Please contact preschool nurse at (951) 222-7850 for intervention assistance.

If a child shows any of these symptoms at home, you should keep the child at home and contact the School Readiness Center regarding the absence: **\*\*Please refer to Child Illness and Exclusion Policy for more information\*\***

## MEDICAL AND DENTAL EMERGENCIES PLAN

Upon enrollment, parents/guardians must sign an authorization that authorizes Jurupa Unified School District to obtain emergency care for their child in the event of a medical or dental emergency. In the event of a medical or dental emergency, parents/guardians will be notified immediately. If the emergency requires immediate medical care outside of basic First Aid, appropriate emergency personnel will be notified and the child will be transported by ambulance to the nearest medical facility under the supervision of a Jurupa Unified School District employee.

## MEDICATION ADMINISTERED AT SCHOOL

When a parent/guardian requests school personnel to administer medication at school, the parent/guardian must complete and submit the Permission to Give Medication Form to the School Readiness Center. Completed forms that have been reviewed by the School Readiness Center and associated medication will be delivered directly to the school site that your child attends. For the safety of your child and the classroom staff, no medication will be stored in the preschool classroom, and all medication will be administered in the Health Office located on the school site by a Health Clerk or other Health/Office Personnel.

## INCIDENTAL MEDICAL SERVICES PLAN

In accordance with Health and Safety Regulations of Community Care Licensing, Section 101173, Jurupa Unified School District's Preschool Program agrees to provide Incidental Medical Services (IMS) to children for the following conditions:

- Blood Glucose Monitoring
- Insulin Administration
- Administering Inhaled Medications
- EpiPen and EpiPen Jr.
- Prescribed and Over the Counter Oral Medication
- Topical Medications

All medication must be in the original container with a pharmacy label detailed with child's name, dosage & time and current date must be provided to the School Readiness Center. When the original container cannot be found, pharmacy must provide pharmacy label with child's name, dosage & time and current date to be affixed to the medication. Student medication will be stored in a clear, zip top bag. A signed medication administration authorization form along with child's photo will be stored in the clear bag with the medication. All medications will be administered by trained personnel in the School/Health Office, School Readiness Center Nurse, or Preschool Staff. All medications will be stored in the Health Aide Office located on the school site. Cabinet where medication is stored will be marked with "Medication" to identify the medication's location. For more information, refer to the individual Incidental Medical Services (IMS) Plans.

## DAILY HEALTH CHECK

To ensure that all children are well enough to participate comfortably in the daily activities, a daily health check will be completed for each child by a member of the teaching staff upon arrival. Parents/guardians are required to stay in the classroom with the child until the health check has been completed. Upon passing the health check, the child may then be signed in and join in on the activities taking place. If a teacher finds that a child shows symptoms of illness, the parent/guardian will be asked to take the child home.

## SUNSCREEN

It is strongly recommended that children wear sunscreen to prevent sunburn. Parents/guardians should apply sunscreen of SPF 15 or higher to their child before bringing them to school.

## EMERGENCY PROCEDURES

An emergency evacuation plan is posted in each classroom. Classroom staff are trained in First Aid and CPR procedures. First Aid and disaster kits are clearly marked and kept in each classroom. Emergency procedures have been developed at each preschool site and are reinforced by staff through the classroom curriculum and regular emergency evacuation drills. In the event of a disaster, site staff will remain with the children until parent/guardian/authorized adult picks up your child. Please be sure to keep emergency contacts up-to-date so someone can be reached in the event of an emergency.

## CLOTHING

Parents should send their child to school ready to play. Our curriculum requires that children engage in hands-on experiences that include a variety of active and messy activities. Although the teaching staff will make efforts to protect the child's clothing during messy activities, parents can expect that clothing may come back dirty and/or stained. Due to the nature of learning, there may be times when your child is required to change clothes due to them being soiled. Please provide one change of clothing to keep in the classroom, with all articles of clothing labeled with the child's first and last name.

When dressing your child for preschool, please consider the following:

- Children should wear suitable, comfortable play clothes that are appropriate for both indoor and outdoor play activities in accordance with the weather.
- Children should be able to adjust their own clothing to use the bathroom
- Shoes should be closed toe, have backs or heel straps and non-slip soles. Open toe shoes, sandals, flip flops and shoes with heels are unsafe, not appropriate for play, and therefore prohibited.

## NUTRITION PROGRAM

For children to gain maximum benefits from our Head Start Preschool Program, as well as get a good start in life, they must have healthy bodies and minds. Nutritious food plays an important role in attaining this state of health. Jurupa Unified School District's Preschool Programs participate in the National School Lunch Program which serves a variety of nutritious and culturally diverse food items. As a part of their daily schedule, each child will receive a nutritious breakfast or lunch depending on the classroom session they attend.

Mealtime provides opportunities to learn about nutrition, share responsibilities and develop good hygiene practices. Children view mealtime as a pleasurable experience and also use that time for engaging in socialization and developing pro-social skills. Staff support good nutritional habits by providing children with healthy food experiences and activities that are supported within the classroom curriculum. Nutrition curriculums such as Color Me Healthy and Harvest of the Month are also used. In the Head Start Preschool Program, all meals are served family style. Staff and children sit together at tables, serve themselves from child-sized platters, and share thoughts on experiences as they eat. With family style meals, children are able to learn cooperation and social skills, develop language skills, and expand on their fine motor skills.

To ensure that children are provided with meals that meet nutritional standards, children may not bring food, candy, snacks or beverages to school. Any food or drink served by this program is not allowed to leave the classroom. A menu will be posted monthly for your reference. Items prepared by families and/or at home are not permitted in the classroom.

## NUTRITION PROGRAM (continued)

### *Food Substitutions for Food Allergies*

If your child has a food allergy or medical condition that prevents them from consuming certain food items, you must bring a note from the child's doctor describing the food allergy and any dietary restrictions. In addition, if special snacks, meals or accommodations are required, a Medical Statement to Request Special Meals Form must be completed and signed by the child's doctor (this form is available upon request). Accommodations to meet meal requests for substitutions will be arranged through Nutrition Services.

## PROGRAM SELF-EVALUATION SYSTEM

To ensure quality programming and environments for children, staff and families, JUSD Head Start Preschool Program relies on various techniques to aid us in self-evaluating our program operations and the services provided. In order to effectively evaluate our Head Start Preschool Program, the following tools are utilized:

- Ongoing Internal Monitoring – our program utilizes ongoing internal monitoring to assess our adherence to Head Start Policies, Regulations, and Performance Standards.
- Desired Results Developmental Profile (DRDP) - Results from the DRDP are compiled and utilized to inform program planning and curriculum
- Desired Results Parent Surveys – surveys parents/guardians for feedback on the program helps to support their child's learning and development, as well as how the program is meeting the needs of the family as a whole.
- Early Childhood Environmental Rating Scale (ECERS) – used to evaluate the quality of the preschool program in terms of arrangement of indoor/outdoor space, materials and activities offered to children, supervision and interactions in the classroom, scheduling and routines, and parental and staff support.
- Classroom Assessment Scoring System (CLASS) – used to evaluate the quality of the preschool program in terms of classroom interactions between teachers and children, and what teachers do with the materials they have. CLASS focuses on emotional support, classroom organization, and instructional support.

Based upon the findings/results of these tools, a plan of action is established as follows:

- A written list of tasks needed to modify or improve the program will be assessed in a timely and effective manner
- All areas of need will be identified and a timeline with improvements will be implemented. This implementation process will include staff and family members.
- Procedures for the ongoing monitoring of the program to meet standards will include staff observation, and the use of the assessment tools above.

## PHOTO RELEASE

JUSD's Education Services Department occasionally has requests from news agencies to photograph and/or videotape students for education related issues. JUSD Education Services also creates videos that may use students to demonstrate education strategies or practices. In some instances, there may be a need to collect exemplary products, photos and/or videos of students in the classroom or library that are published on the JUSD or JUSD Teacher website and/or distributed to teachers or other educational institutions. All images and products are used solely for educational purposes and will never be sold or used for any commercial venture.

If for any reason you do not grant permission to use your child's image in district/school and/or third party publications and publish/distribute your child's work/product for educational purposes, please contact the School Readiness Center to discuss whether reasonable adjustments may be required for a student's particular needs.

As a part of the Preschool Program, your child's image may be used for classroom documentation, art projects, displays, the Jurupa Unified School District website and school promotional materials.

## CURRICULUM and ASSESSMENTS

The program is designed to meet the cognitive, emotional, social, and physical needs of the children in a developmentally appropriate environment. Children participate in a variety of indoor and outdoor learning activities that are facilitated and supported by classroom teaching staff. Each classroom is equipped with materials and equipment to enhance learning and encourage children to play independently and in a group. Each classroom has a daily routine that provides structure and consistency. Teaching staff develop weekly lesson plans with activities that respond to the individual needs and interests of each child, while preparing them for successful school readiness.

### ***High Scope Curriculum***

The program implements the High Scope curriculum to ensure children have access to a variety of stimulating, challenging and developmentally appropriate learning experiences. High Scope emphasizes “active participatory learning” where children have direct, hands-on experiences with people, objects, events and ideas based upon their interest. In the High Scope learning environment, children drive the curriculum and teachers serve as facilitators offering physical, emotional, and intellectual support to expand the child’s thinking and interactions.

### ***Conscious Discipline Curriculum***

The program implements the Conscious Discipline curriculum to support children in developing social-emotional competence and reduce aggression and behavior problems. Conscious Discipline focuses on improving the quality of student-teacher interactions, reducing aggression in classrooms, decreasing impulsivity and hyperactivity in difficult children, improving the social and emotional behaviors of students and improving the classroom and school climate.

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

The DRDP is an assessment used by classroom teaching staff to observe, document, and reflect on the learning, development, and progress of children in the classroom. The DRDP is completed twice a year (October and April) and used to plan individualized curriculum and for continuous program improvement. Results from the DRDP are shared with families at Parent Conferences and used to set future school readiness goals for the child.

Teaching staff perform assessments throughout the day while interacting with the children in their normal daily activities. Anecdotal notes, dictations, work samples, pictures, and recordings across all developmental areas are compiled regularly into each child’s portfolio.

## FIELD TRIPS

Field trips are planned to enrich and reinforce the curriculum and expose the children to learning outside of the familiar environment. All field trips are pre-approved by school leadership and advance notification is provided to families regarding the location, purpose, date and time. Parent/Family volunteers are encouraged and welcome to participate as long as they have a current TB clearance, and proof of MMR, TDAP and Influenza vaccines.

See Family Partnerships section for more information on volunteering in the classroom.

## DEVELOPMENTAL SCREENING

The programs use the Ages & Stages Questionnaire to screen all children in the areas of motor skills, speech and language, cognitive skills, social and behavior development. This screening is completed with parental input and within the first 45 days of enrollment. The results of the screening are shared with parents and used to determine if additional resources, follow-up, monitoring, or assessment is needed.

## PARENT CONFERENCE

Our Head Start Preschool Program recognizes the importance of frequent and meaningful communications with families. At any time throughout the school year, families are welcome and encouraged to speak to their child’s teacher regarding their participation and progress in the classroom. Informal conversations are also an opportunity to show your child that you are involved in their learning process and have developed a relationship with their teacher.

Formal parent conferences are planned twice a year to allow teachers and families an opportunity to meet and discuss the child’s progress in the classroom, and any concerns or needs of the family. Formal conferences are also used as a time to review and

discuss School Readiness Goals for the child. Conference dates are posted on the Calendar and teachers will post a notice in the classroom in advance as a reminder.

## HOME VISITS

Home visits are a vital part of the Head Start experience for both children and families. These visits are valuable in building relationships and fostering communication between parents and teachers, and building a successful support system for the child and family. A minimum of two (2) home visits will occur throughout the program year.

## HOLIDAYS and SPECIAL EVENTS

Program standards and early childhood practices support the position that in high quality environments there is acceptance, support, and respect for gender, culture, language, ethnicity, life-style and family composition.

### *Holidays*

Rituals and celebrations are an important part of many families and many cultures. Because our children and families are from diverse cultural backgrounds, we choose to celebrate holidays in a way that focuses on traditions instead of the holiday itself. We welcome and encourage families to take part in sharing their family's cultural traditions with the class and contribute ideas to the classroom planning. Families can share cooking activities (recipes and ingredients must be approved by the Teacher first), music, dance, and stories.

### *Birthdays*

Birthdays are a special event in the life of a child and most children eagerly await this special day. Please check with your child's teacher to see how birthdays are celebrated in his/her classroom. If you do not wish to have your child's birthday recognized, please let your child's teacher know. Special foods and parties are not allowed in the classroom.

### *Special Events*

Teachers plan special events to recognize children and the work they do throughout the school year. Teachers will notify families of all classroom events and parents should check with the classroom teacher regarding attending.

### *End of Year Celebration*

A Graduation Ceremony is not a part of our Head Start Preschool Program. Instead, Teachers plan an End-of-Year Celebration to recognize children and all the learning they engaged in throughout the year. Parents should check with their child's Teacher regarding when the End-of-Year Celebration will take place and what it involves. Children will be presented with a certificate of participation. **CAPS and GOWNS are not allowed during the celebration.**

## ELIGIBILITY

To be eligible for the Head Start Preschool Program, children must be at least three years old or, turn three years old by September 1<sup>st</sup> of the enrolling school year. Families enrolling in the Head Start Preschool Program are considered eligible through the end of the succeeding program year unless there are reasons for the child not to remain in Head Start.

All families interested in enrolling in the Head Start Preschool Program must apply and complete certification requirements at the School Readiness Center located at 5960 Mustang Lane, Jurupa Valley, CA 92509.

Families must meet one of the following eligibility criteria in order to qualify for services:

1. The family's income is equal to or below the poverty line
2. The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments
3. The child is homeless
4. The child is in foster care

### *Full-Day Head Start (West Riverside Only)*

In addition to the eligibility criteria listed above, families interested in enrolling in the Full-Day Classroom at West Riverside must meet one of the following need criteria:

1. Employed at least 25 hours per week
2. Attend job/vocational training at least 25 hours per week



3. Attending school and enrolled in seven (7) units or more per semester/quarter – Parent must bring in school enrollment records that shows enrollment status and currently enrolled units.
4. Be eligible based upon homelessness or under foster care

## ENROLLMENT PROCESS

Enrollment into the Head Start Preschool Program is based on meeting eligibility requirements. After capacity has been reached, a waitlist will be implemented and families will be removed from the waitlist based on their eligibility.

Priority is given to age eligible children who meet income and other federal categorical eligibility guidelines. All families interested in enrolling in the Head Start Preschool Program must complete an Intake Appointment with a Certification Clerk. During the Intake Appointment, the Certification Clerk will collect and review eligibility documentation and utilize the information to determine eligibility.

Families who begin the eligibility certification process but fail to complete it will not be certified for services.

## ELIGIBILITY DOCUMENTATION

Any documentation submitted to the School Readiness Center for the purposes of establishing eligibility for the Head Start Preschool Program is subject to verification.

### ***Public Assistance Eligibility***

To verify eligibility based on public assistance, families must provide documentation from either the state, local, or tribal public assistance agency that shows the family either receives public assistance or shows that the family is potentially eligible to receive public assistance.

### ***Income Eligible***

To verify eligibility based on income, families must provide, tax forms, pay stubs, written statements from employer, or other proof of income to determine the family income.

### ***Homeless***

To verify eligibility based on homelessness, families must provide documentation of their homelessness through one of the following:

- A written statement from a homeless service provider, school personnel, or other social service agency attesting that the child is homeless.
- Other documentation that indicates homelessness, including documentation from a public or private agency, a declaration from the family, interview with Certification Clerk.

### ***Foster Care***

To verify eligibility based on the child being in foster care, families must provide either a court order or other legal or government-issued document, a written statement from a government child welfare official, or proof of a foster care payment.

## SIGN IN AND OUT PROCEDURES

The attendance sheet is a legal document and used to ensure that our program meets our funding requirements. Parents are required to sign their child IN each day after the completion of a Health Check and OUT at the end of each class session. Only those persons who are 18 years or older are allowed to drop off or pick up children from the program. During pick up, children will only be released to authorized adults who are listed on the Emergency Information Form, with valid picture identification. All signatures on the Attendance Sheets must be full legal signatures and completed in black or blue ink. Children will not be released to parents or authorized adults who appear to be intoxicated or under the influence of a controlled substance.

Children must be under the direct supervision of an adult at all times; this includes visual supervision. When dropping off and picking up your child from the program, please do not allow them to roam the school grounds or leave them in the classroom or yard unattended.

### ***Release of Child and Legal Custody***

A parent may indicate on the registration form that, by court order, their child may not be legally released into the custody of another parent or other adult. However, the parent must bring in the original, current court order that states any restrictions of parental rights. A copy of the court order will be kept in the child's file for the length of time deemed necessary by the officiating court. Once on file, no changes will be allowed unless new court documentation is provided.

## ATTENDANCE

Daily attendance is essential to the growth and development of your child and their success in the Head Start Preschool Program. A child should be in school every day in order to provide continuity of learning and to receive the most benefit from the program.

Chronic absenteeism (missing 10% or more school days in a program year), sporadic attendance (irregular, occasional, unpredictable), and unexcused absences may jeopardize your child's enrollment in the Head Start Preschool Program. No transportation is provided to or from our Head Start Preschool Programs. Parents/guardians in need of transportation will be provided with information on public transportation options upon request.

### *Daily Schedule*

Your child's teacher has developed a daily routine with activities scheduled to meet the needs of the children in the classroom. It is very important that your child arrives on time to take advantage of all the planned activities and has a sufficient amount of time to build positive relationships with peers, explore classroom materials, and expand on their knowledge of the world around them. A daily class schedule and the school year calendar is provided at Family Orientation and posted in the classroom.

### *Holiday Observance*

Please refer to the Jurupa Unified School District Preschool Calendar for school closure dates. Other care arrangements should be made for the days that the Head Start Preschool Program is closed.

### *Absence Procedures*

If a child will be absent, the parent/guardian must call the School Readiness Center on the FIRST day of the absence and every day thereafter that the child will not return. To ensure the safety of the child and the family, families are expected to contact the School Readiness Center no later than one hour after the school start time. Upon return, the parent/guardian must indicate the reason for the absence on the Sign-In/Sign-Out Sheet and sign each reason with your full legal signature. If a child remains absent for two (2) days without the parent contacting the School Readiness Center or the classroom teacher regarding the absence, program staff will conduct a home visit.

### *Types of Absences*

- **Excused Absence:** is any absence due to student or parent illness; death in the immediate family; family emergency; court hearing or court ordered visitation; medical/dental appointment for the child; Public Assistance Appointments (CalWORKS, WIC, Social Security, or Medical); Extended absences due to medical emergencies for child or parent (must be requested in writing, in advance with Proper documentation and approved by the Coordinator of Early Childhood Education).
- **Unexcused Absence:** any absence not listed under Excused Absence will be considered Unexcused. Unexcused absences (consecutive or not) in excess of ten (10) school days may jeopardize enrollment in the program. The program may issue written notices, require parent meetings with program leadership and/or conduct home visits in accordance to our Attendance Policy. **\*Please refer to the Attendance Policy for further information.**

## LATE DROP OFF AND PICK-UP POLICY

Parents/guardians must observe beginning and ending times for the class to ensure they are able to drop off and pick up their child on time.

For your child to fully benefit from the Head Start Preschool Program, please drop your child off promptly at the start of class and pick him/her up on time. Please notify the teacher/classroom if you know you are going to be late in arriving or picking up your child. Children who arrive late to class or are not picked up at the scheduled end time of class will receive a Late Drop Off/Pick Up Notice. Three late notices will require parents/guardians to meet with the Early Childhood Specialists or Coordinator of Early Childhood Education. Excessive tardiness at drop-off or pick-up may jeopardize your enrollment in the Head Start Preschool Program.

For children who are in attendance more than 15 minutes past class end time, attempts will be made to contact parents/guardians and other persons listed on the Emergency Information Form.

## TRANSITIONING FROM PRESCHOOL

The transition from Preschool to Elementary is a big step in the lives of children and families and can be a rough transition for some. To make this transition smooth, our program staff provides information and activities throughout the year to help children get acclimated to the Elementary campus and expose them to routines they can expect once they move on. Families are encouraged to start planning for the transition into Elementary by speaking with the staff at the school their child will be attending and familiarizing themselves with the campus and routines. A Parent Conference will be held near the end of the program year to discuss the child's developmental progress in the Head Start Preschool Program and how parents can continue to support their child once they move on.

For more information on Elementary registration, please contact the Parent Center at (951) 416-1200.

## OTHER IMPORTANT PHONE NUMBERS

EMERGENCY: 9-1-1

Jurupa Unified School District  
Head Start/State Preschool/Title I Programs  
School Readiness Center  
5960 Mustang Ln  
Jurupa Valley, CA 92509  
Phone: (951) 222-7850  
Fax: (951) 222-7853