

CVUSD Preschool
@
City Center

Parent Handbook 2021-2022



The Safe, Friendly, Respectful Place



CVUSD Preschool is a joint project of
Conejo Unified School District, and
The City of Thousand Oaks



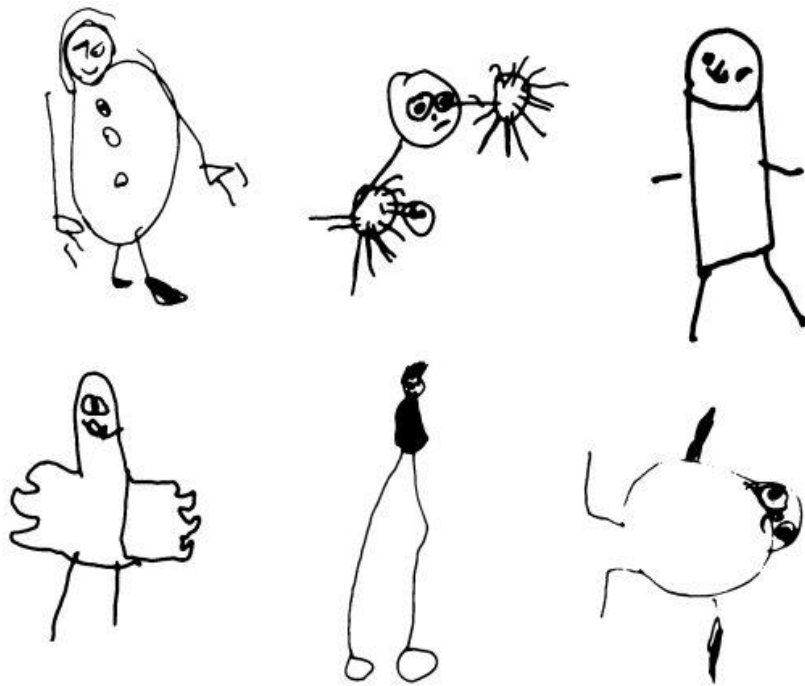
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CVUSD Preschool Mission Statement

"To build a strong foundation for families with young children in the Conejo Valley by providing early care and education; and connections to wellness services for healthy families and a stronger community."

Motto:
**"Educating the mind without educating the heart
is not education at all." Aristotle**



Program Philosophy

The staff and administration at CVUSD Preschool know that young children thrive in safe, friendly and respectful environments. These elements are foundational and at the core of our program's philosophy; a philosophy that fosters a child-centered curriculum and is based on the guiding principles of the California Preschool Curriculum Framework.

- Relationships are central.
- Play is the primary context for learning.
- Learning is integrated.
- Intentional teaching enhances children's learning experiences.
- Family and community partnerships create meaningful connections.
- Individualization of learning includes all children.
- Responsiveness to culture and language supports children's learning.

The multi-age opportunity, along with parent participation, promotes empathy, self-regulation and leadership development. We offer care and curriculum that is age appropriate for children's developmental needs in a rich setting allowing for exploration, creativity, problem-solving, science, math, and language acquisition through play, group activities and individual choice.

Licensed Program

Did you know that CVUSD Preschool at City Center is a licensed preschool? What this means is that our program is guided by over 100 pages of regulations and laws as set by the state of California. In California, licensing of child care businesses is handled through the Child Care Licensing Division (CCLD) of the Department of Social Services (DSS). As the state has the authority to inspect our operation, a licensing program analyst may visit our site routinely to check in and will also visit us in response to any reported concerns. These inspections may be unannounced and may include interviews of staff, students and parents. As you fill out your enrollment packet you will notice licensing forms. These forms are mandated and require annual updating including your child's Physician Report.

Policies and Procedures

Registration Procedure and Placement

CVUSD Preschool @ City Center serves children ages 18 months to enrollment in kindergarten. After the initial parent tour and intake interview, where the child's development/needs are discussed, and enrollment process is completed, the child will be placed in a group according to age and particular needs of the child in accordance with Title 22 and/or Title 5.

Hours of Operation

City Center is a 12 month/year round program. The center is closed for all school district holidays, 2 parent/teacher conference days and two All Staff in-service days. We are open from 7:00 a.m. – 6:00 p.m., however each family will choose up to a maximum of 10 hours for needed service. We understand that each family has different childcare needs and out of consideration for staffing coverage, we require that you specify what hours you will need on a daily basis. You can choose from **7am–5pm**, **7:30am-5:30pm** or **8am -6pm**.

Tuition and Fees

Registration/Materials Fee

There is an annual registration fee of \$100 per child plus a deposit of one week's tuition to reserve a spot for a child at the center. The registration fee is non-refundable and is collected when you begin at City Center and then collected in October of each school year. If you are registering in July, August or September, the \$100 registration fee will be collected in October.

Summer Program Fee

There is a non-refundable Summer Program Fee of \$25.00 collected in May. This covers the cost of extra activities planned for our Summer Program.

Key Fobs

Key fobs for our security door are required for entry into the center and can be purchased for \$10.00 each.

Emergency Supplies

A \$5.00 fee is collected for classroom emergency supplies.

Preschool Tuition

	5 days	3 days	2 days
Part Time (9-12)	\$696	\$488	\$383
School Day (9-3)	\$988	\$668	\$508
Full Time (10 hours)	\$1288	\$871	\$690

Preschool Full Day options: 7 am-5 pm, 7:30 am-5:30 pm or 8 am-6 pm

Preschool Part Time option: 9 am-12 pm

School Day option: 9 am-3 pm

- Tuition is due on the first of each month and is considered late if turned in after the **5th** of the month. A late fee of **\$25.00** for **each** month tuition (or partial tuition) is late will be collected, as well as any returned check charges. Tuition is a flat rate---the monthly amount remains the same, regardless of breaks, holidays or vacations.
- Tuition checks must be paid separately from any checks written for other fees.
- Parents **must** give written notification of any vacation plans to front office.
- **Failure to submit tuition or fees regularly and on time may result in your child being dropped from the program.**
- If you are running late to pick up your child from the center, please let us know in advance. The center closes promptly at 6:00 p.m. so children need to be picked up prior to that time. A late pick up fee of \$1.00 per minute will be charged starting at one minute past 6:00.
- For half-day programs there is also a \$1.00 per minute late fee starting after the first five minutes you are late.

Fundraising

There will be a limited amount of fundraising to augment the program each year. We typically have one large fundraiser each year. At this time we will ask you to participate or give a donation to help promote our event. There may be other fundraising opportunities throughout the year. Please let us know if you have any ideas that would assist our program.

Donations

Donations are always welcome for the classroom. Every classroom has a Wish List posted that includes some of the following:

- Tissues
- Flour
- Cream of Tartar

- Salt
- Paper for art work or printing
- Hand soap
- Bleach

Refund Policy

Services are provided on a month to month basis. A security deposit of one week's tuition is required and will be applied to the last month's tuition when applicable. A 30-day notice must be given to withdraw your child from the program. Failure to give the required notice will result in the security deposit not being credited to the last month's tuition.

At least one week's notice must be given for any change in schedule.

A child may be terminated from the program if fees are not paid routinely and on time.

Health, Safety and Nutrition

Health

Your child's health is important to us. It is mandatory that the teacher perform a health inspection when your child arrives at school. If there are any indications that your child is ill or has been ill within the last 24 hours, the teacher may fill out a *Health Inspection Checklist Form* before sending your child home with you.

For any child that has been sick: Your child may return to school when he/she has been fever-free (without medication) or has had no diarrhea or has not vomited in 24 hours. In the case of a communicable disease, treatment and a doctor's note is required to return to school. A child who is out due to illness for 5 consecutive days will be required to bring in a doctor's note.

Children who are absent due to a serious injury or following a surgery are required to bring a doctor's note verifying that child is able to come back to school and whether or not the doctor has recommended any restrictions. If there are any restrictions that are not feasible in a child care setting, the child will have to remain out of the center, until such time that he can return without restrictions.

Remember to call the center when your child will be absent and for every day your child will be absent. **Please call: 805-494-8100 or 805-496-9035 or visit our website www.cvusdpreschool.org and click the "Report an Absence" tab.**

In the best interest of your child and his/her classmates, please keep your child home from school if he/she has:

- Any sign of head lice and/or nits. A child may not return until treated.
- A fever above 101° F or vomited during the previous twenty-four hours.
- Heavy nasal discharge.
- Been fussy, cranky and generally not him/herself.
- Symptoms of a communicable disease.

- Unexplained rash or skin eruption.
- Had excessive diarrhea during the previous twenty-four hours.
- Pink eye (conjunctivitis) - cannot return until after treatment has been initiated.

“Exclusion from School Criteria” comes from Caring for Our Children: National Health and Safety Performance Standards.

During any medical or dental emergency or in case of illness or accidental injury we will immediately attempt to contact a parent or guardian. If we cannot reach a parent we will call 911. **Please keep school personnel up to date on current contact information. In case of severe injury, 911 will be called first.**

Immunizations, Physicians Reports, and Records

The Center is required to have on file a current physician’s report verifying overall good health and required immunizations. Current information on immunization status must be maintained while the child is enrolled. A current TB test must be on file or the child's physician must determine no risk factors are present.

Exemption to immunizations is only made for the following reason:

- Medical Reasons: A doctor's written statement is required.

Medication Policy

Since we are part of the Conejo Valley Unified School District, CVUSD Preschool adheres to their policies and protocol regarding medication.

When it is determined that a child in our care needs to be on a temporary or long term course of prescribed medicine:

- Parents must have their physician complete a school district “Authorization for Any Medication Taken During School Hours” form.
- The parent and/or a school nurse must provide training for the staff as to the proper administration of the medication, including dosage and delivery.

Staff will not dispense over-the-counter medication.

Sunscreen will be handled on an individual basis. Please see staff for a *Permission to Apply Routine Care Products* form.

Safety

The safety of your child(ren) is our most important job and we count on your participation:

- CVUSD Preschool will not provide any transportation on a daily basis or for any field trip.
- No child will be released to a parent or parent representative who does not have the proper restraint system in place for the child according to state law. California state law requires children to ride in a federally approved baby car seat or child booster seat

in the back seat until they are 8 years old.

- Per Kaitlyn's Law, signed into law in 2001, it is illegal for a child under the age of 6 to be left unattended in a motor vehicle without being attended by someone 12 years or older (California Vehicle Code 15620).
- All CVUSD Preschool staff members are Mandated Reporters and are obligated to report to Child Protective Services any situation or behavior that is dangerous or can cause harm or injury to a child.

Disaster and Emergency Procedure

Community emergency numbers are posted in each room. In the case of a disaster each classroom will follow the disaster procedure that is posted in the classroom. Each class has a first aid kit and emergency cards in a bag/backpack that will be transported to the prearranged spot on the campus. Children can only be released to those persons identified on their emergency card. Quarterly fire/emergency drills are practiced.

In case of a local emergency, you may tune in to the following Emergency Alert System radio stations for information:

KVEN 1450 AM

KHAY 100.7 FM

KMLA 103.7 FM (Spanish)

Nutrition

CVUSD Preschool partners with Conejo Valley Unified School District's Child Nutrition Department to offer foods and beverages that represent current nutrition standards and are also served in appropriate portion size for the preschooler. CVUSD Child Nutrition follows guidelines set forth by the **National School Lunch Program. NSLP** guidelines include:

- Calorie ranges are based on science and data on children's food intake
 - Ranges apply on a weekly basis and are averaged over the week
- GRAIN PRODUCTS
 - Must be 51% or more whole grain
 - Do not contain refined sugar
 - Low in fat and sodium
- SUGAR
 - Products must have less than 35% sugar by weight (CVUSD's average menu is less than 25%)
- FAT
 - No more than 35% calories from fat
 - No more than 10% calories from saturated fat
 - No trans fat
- SODIUM
 - Meals must contain less than 800 mg sodium
- JUICE

- Must be pasteurized 100% juice; no sugar added
- Snacks; juice cannot be served when milk is served as the only other component
- BREAKFAST CEREAL
 - Must contain no more than 6 grams of sugar per dry ounce
- MILK
 - Children between 12 and 23 months should be served whole milk
 - Children two years and older can only be served low fat (1%) or nonfat (skim) milk

Two daily nutritious snacks from a variety of food groups are provided. Drinks include water, juice and low-fat (1%) milk for children over the age of two years.

We maintain a **"low sugar" and "no nut" policy**. Please inform staff of any food allergies your child may have.

Tree Nut List:

Walnut, Almond, Hazelnut, Cashew, Pistachio, Brazil nuts, Beechnut, Butternut, Coconut, Ginkgo nut, Lychee nut, Macadamia nut, Pecan Pesto, Pine nut, Praline.

Snacks and Lunch

Parents are responsible to provide lunch on a daily basis and in accordance with our healthy food policy. We will provide preschoolers with an AM and a PM snack. Lunches will not be stored in a refrigerator so please place a cold pack in the lunch box if you are packing perishable food. Remember to label your child's lunchbox. Staff are not permitted to warm up/microwave any packed lunch items. Please consider use of a thermos for any items you wish to remain warm in your child's lunch. Milk will be provided for lunch. Juices or sugary drinks are not allowed in school or any CVUSD Preschool sanctioned activity. Please do not pack candy, gum, or cookies.

Please notify staff if your child has food allergies and we will provide alternatives when possible.

Foods not to pack

Cookies
Cupcakes/Cakes
Juice
Candy/Fruit roll-ups
Soda Pop

Alternative items

Rice Cakes/Graham Crackers
Bran Muffins
Fresh Fruit
Granola Bars
Water

Our students learn to be independent while setting the table, serving their snacks on their plates and pouring their own beverages. Children are encouraged to try and taste their snack.

Since we have such a strong nutrition policy and do not serve sugary snacks, no treats may be brought into the classroom or exchanged at school for Halloween, Christmas, Valentine's Day, Easter or any other holiday. Birthday invitations may not be passed out at school, unless the entire class is invited to the child's party.

Nap and Rest Time

All preschool children who are at the center for the full day will be offered a rest period. A napping space and a cot or mat is available for each child. Parents will need to supply the child with a sheet and a small blanket which will be laundered weekly by the parent. A special blanket or stuffed animal from home may be brought for use at naptime.

Sign-In and Sign-Out Procedures

- A designated sign-in form is used by each classroom on a daily basis.
- All parents must sign their children in and out each day noting the exact time of arrival and departure.
- Your legal signature must be used when signing in and out.
- Anyone other than the parent picking up the child **MUST** be at least 18 years old and be listed on the child's Emergency Card and must have a photo ID.
- As a courtesy please notify your teacher when someone other than you will be picking up your child.
- In case of the situation where a child will be picked up and returned during the day, the parent **MUST** sign out and back in again on the same day.
- If you know you are going to be detained for picking up your child, please notify the school immediately so that we may reassure your child (late fee will still apply).

Parent Participation

We value parent participation and look forward to a strong partnership with each and every family.

There are many ways that parents can become involved at the center.

Volunteer opportunities include (subject to COVID restrictions/guidelines):

- Working with the children and teachers in the classroom and on the play yard.
- Accompanying the class on a field trip.
- Assisting with snack preparation and clean-up.
- Playground, yard, garden and classroom maintenance, as needed.
- Creating or assisting in special projects in your child's classroom.
- Work on CVUSD Preschool events or fundraising opportunities.
- Share hobbies, interests or talents with the children in the classroom.

Parents should prearrange volunteer opportunities with their child's teacher by signing up in the classroom. All parent/adult volunteers must have a current negative TB test, show immunization records for influenza, pertussis and measles, and have a Statement of Health on file with CVUSD Preschool before being allowed to volunteer in the classroom.

Field Trips

Field trips will be local and will be walking trips only. If fees occur from upcoming field trips, they will be collected on an individual basis.

Clothing and Personal Items

Children are actively involved in hands-on experiences at preschool that are frequently messy and clothing can become stained. Please think of your child's comfort and provide simple clothing, free of complicated fastenings. Please consider your child's needs when using the bathroom. Buckles and belts, etc. or other types of clothing that take a lot of time to remove can cause accidents. Clothing should be washable and shoes should be sturdy and must be close-toed. Sneakers are the preferred footwear for preschool.

We require that you:

- Provide one **full change of clothing** for your child in a clear zip-lock bag.
- Label the bag and each item of clothing with your child's name.
- Do not allow your child to bring toys from home, except on prearranged sharing days.

Toileting Procedures

When a child shows readiness signs for toilet learning, parents will be offered the CVUSD Preschool Toilet Learning Guidelines. Parents and teachers will create a plan together for the child who is ready for Toilet Learning. If the child shows us that he/she is not ready for using the toilet and needs to go back to diapers, the parents and teachers will discuss a new plan.

Children will wash their hands after toileting. If the need arises for a child to change wet or soiled clothes, please remember to return an extra set of clothing for your child's cubby. Children must be able to clean and redress themselves after toileting in the preschool setting.

Separation

How each of us handles separation and new situations varies from person to person... and this is the same for children.

As parents, you can help children with the transition to school in a variety of different ways:

- Reassure the child that you will be back when school is over.
- Place emphasis on what the child is going to do at school rather than what your activities will be while he/she is at school.
- See that the child is involved in the specific activity or is in the hands of a teacher before you leave him/her.
- Always tell your child when you are leaving.
- Avoid prolonged good byes. Leaving school campus immediately after saying "good bye" to your child is recommended.
- Ask the teacher for help in separation. They are there to help the child through the sadness of separation.

Please notify your teachers if there are any significant changes or events in your family's life. We may see some changes of behavior in class and with your support we will be able to help your child handle the changes that are occurring.

Please be aware that drop off time is not the time for siblings to be playing and hanging out on the play yard. Our staff is not responsible for supervising siblings and per licensing; we need to stay within our ratios.

Educational Goals for Preschoolers

Developmentally Appropriate

We believe that children are unique, develop at different rates and are interested in different things during the early years. We allow for these individual differences by taking into account each child's current stage of development, ability and language when planning activities. We are a preschool. It is our job to teach pre-reading skills, pre-writing skills, and pre-math skills.

Social-Emotional Development

We believe that children must form close, nurturing relationships in order to build trust. We use strategies from the Center for Social Emotional Health to support:

- Promotion of healthy social emotional development
- Prevention of challenging behaviors
- Development of individualized intervention plans when needed
- Children learn best when their environment and daily routines are:
 - Predictable
 - Flexible
 - Child-centered

Language and Literacy Development

Young children's language grows when teachers provide:

- Chances for meaningful conversations
- Narration about everything that is going on in the classroom
- New vocabulary words
- Information
- Songs, poems, rhymes and chants

Books are available throughout the classroom, as well as a designated book area.

Children are given many opportunities to express language through dictation of their drawings and journaling.

English Language Development

We know that some of the children in our classrooms are in the process of learning English. We want to make them feel welcome and encourage them to use English in their own time and to use it as they feel comfortable.

Mathematics

Math is a natural part of the preschool environment.

We create opportunities to incorporate math into everything we do:

- Math vocabulary with the children, including *more, less, smaller, bigger*
- Counting (how many children are at school today?)
- Setting the table for snack, serving snack, i.e. take two crackers and one scoop of yogurt
- Sorting
- Classifying
- Creating patterns
- Measuring

Visual and Performing Arts

Children are given daily opportunities to:

- Paint
- Draw
- Play and listen to music
- Pretend play

Physical Development

Each child grows at his own pace in the physical area as in other areas of development. Teachers enhance physical development for large muscle development by encouraging and offering various activities including:

- Running
- Leaping
- Hopping
- Sliding
- Climbing

Small muscle development is promoted through:

- Use of small manipulatives: puzzles, building materials, writing practice
- Use of eating utensils
- Sensory activities such as pouring water and playing with sand, as well as using play dough
- Squeezing wet sponges and using small tongs and tweezers

Health

We encourage children to become aware of the basic skills needed to develop healthy bodies. Children learn about healthy habits through activities and curriculum integration.

Play materials, books and charts that reflect this area of development are available to the children throughout the classroom. Discussions take place about nutrition, the growing body, dental hygiene, and being safe in their physical environment.

Healthy habits are as equally important as other areas of curriculum. We promote good habits from the start by providing foods that are nutritional. Snack and meal times are used as an opportunity for children to socialize (practice manners, take turns, and engage in conversations). Food is served family-style with children and teaching staff eating together as a group.

Our approach to health allows children to participate in self-help activities that promote healthy practices such as: washing hands upon entering the classroom, before and after meals and after using the toilet.

Individual Development and Identity

For preschoolers, we stress that they are part of a community and help them to understand that it is each one of their jobs to help take care of each other and their classroom environment as well as the outdoor environment.

Teachers help children practice turn-taking and seeing situations through the perspective of others which helps children become a part of the classroom community.

Science

Teachers provide activities for the children that include:

- Scientific inquiry
- Hands-on/minds-on playful experiences that help them understand how things work
- Cause and effect

The children learn about the physical environment when they study rocks, volcanoes, leaves, bugs and other things found in nature.

They use scientific tools such as magnifying glasses, scales and rulers. These activities foster curiosity and questioning and help children to make hypothesis that they can test.

They study life science when they have fish or other pets in the classroom.

Parent Conferences

We hold Parent Teacher Conferences two times per year (late October and late April) to share information with you regarding your child's development and to let you know what we are doing in the classroom to prepare them for kindergarten.

We use a developmental assessment tool called Desired Results System, which evaluates children in the following areas:

- Self and Social Development
- Language and Literacy Development
- English Language Development
- Cognitive Development
- Mathematical Development
- Physical Development
- Health

Discipline

"To teach, to guide; a state of order maintained by training..."

"If a child doesn't know how to read,

We teach."

"If a child doesn't know how to swim,

We teach."

"If a child doesn't know how to multiply,

We teach."

"If a child doesn't know how to drive,

We teach."

"If a child doesn't know how to behave,

We teach."

As Early Childhood Educators, we believe that Discipline means teaching and guiding children. We rely on techniques from the Teaching Pyramid to help children learn social skills and develop emotional competence. The behavior expectations that we have for all children and the adults in our program are that they are **Safe, Friendly and Respectful**. We spend a lot of time in the classroom teaching these skills and supporting your child's Social and Emotional skills.

We understand that discipline and punishment are not the same. We also recognize that every moment is a teaching moment and therefore, discipline is happening constantly. Punitive and negative reactionary responses such as "time out" and the habitual use of the words "no," and "don't" are to be avoided. No form of corporal punishment is ever allowed. (Please refer to the appendix, *Tell Me What to Do Instead!*)

All children have the right to be treated with respect and to play and learn in a safe environment. Teaching staff will establish classroom expectations from the first day of class. They will use the Teaching Pyramid Expectations of Safe, Friendly and Respectful.

Staff will:

- Create a safe and welcoming environment for every child and family.
- Model and encourage conflict resolution skills.
- Encourage respect for others' feelings.
- Recognize the strengths in each child.
- Help children to problem solve first with adult help and then on their own.

We know that all children do not come to preschool knowing how to be a preschooler or how to make friends. We recognize that it is our job to teach them how to express their feelings, ask a teacher or another child for help and how to be a good friend.

However we will not allow any child to:

- **Hurt him/herself or any member of the staff.**
- **Use habitual profanity or vulgarity.**
- **Be consistently and persistently uncooperative.**
- **Run away from the teachers or leave the school premises by himself/ herself.**

When teachers have a child who is not being safe, poses a danger to himself/herself or others, or uses inappropriate language on a consistent basis, we expect to meet with the parent(s) and resolve the problem together. If these problems persist, you will be asked to pick up your child immediately.

When your child exhibits challenging behaviors that are not harmful or causing injury to himself/herself or others, but are affecting the routine of the classroom, teaching staff will work with you and your child to replace the behavior with more appropriate behaviors that align with being Safe, Friendly and Respectful.

During the process of working with your child we may suggest that you attend a series of the *Positive Parenting Program (Triple P)*. This will help you help your child to become more successful at school and at home. We may ask you to partake in an Ages and Stages Questionnaire that will help identify your child's strengths and where we can concentrate our intervention efforts.

As a last resort, CVUSD Preschool will release your child from our program and attempt to find a school placement that can support your child's needs.

Supplementary Services and Referrals Provided by CVUSD Preschool

- Information and Referral to community services and support groups
- Literacy Programs – Literacy Workshops, Snuggle Up and Read Program
- Speech, language, behavioral health and special education referrals
- Referrals for Car Seat Installation and Education

Sexual Harassment Policy

The CVUSD Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.