

School Readiness Programs



State Preschool

Preschool For All



Kindergarten
Readiness



Parent Handbook

Revised 05/2011

M.V.U.S.D. FAMILY SERVICES SCHOOL READINESS PROGRAM

24300 Las Brisas Road, North
Murrieta, CA 92562
(951) 304-1623
FAX (951) 304-1627

Dear Parents:

Enclosed you will find important information you should know regarding the Murrieta Valley Unified School District School Readiness program. The School Readiness program includes State Preschool, Preschool for All and Kindergarten Readiness classrooms. All of the policies and procedures that are required for the School Readiness program are included in this parent manual for your convenience. Many of the policies have been established to meet Department of Social Services Community Care Licensing Title 22 regulations and Department of Education Title 5 regulations. Please be sure to read the manual and familiarize yourself with our policies and procedures. Should you have any concerns or questions, please feel free to contact Family Services School Readiness Supervisor or the Director of Family Services at the above listed phone numbers.

Sincerely,

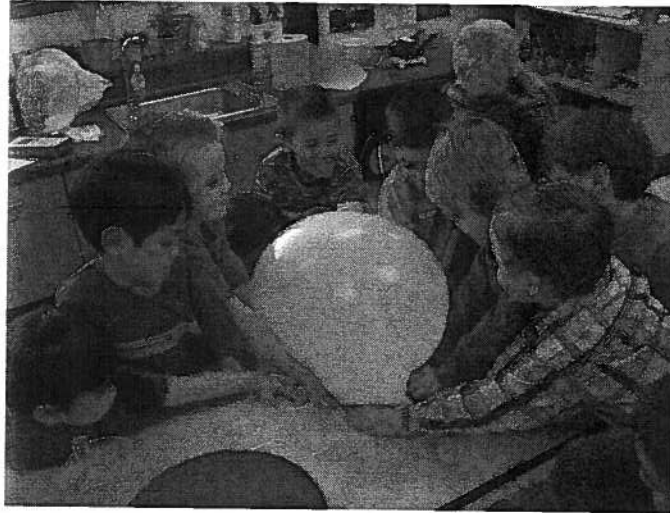
Kate Hamaker

Kate Hamaker
Director of Family Services
Murrieta Valley Unified School District
(951) 696-1600 ext 2187

OUR MISSION

(Murrieta Valley Unified School District)

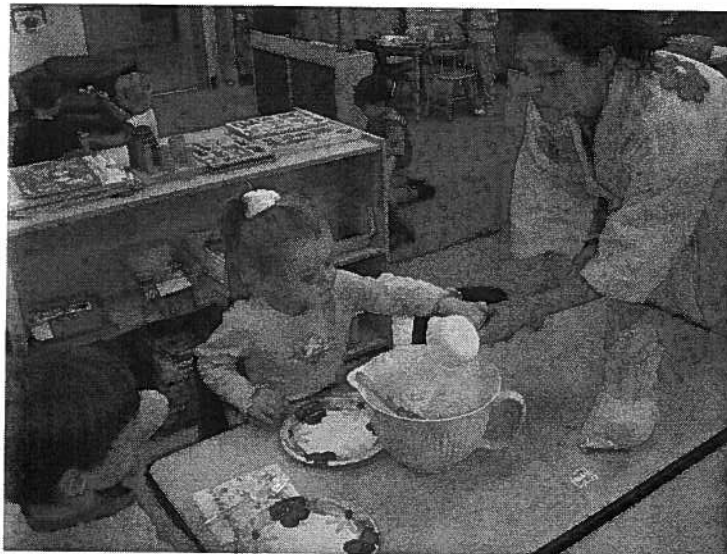
**To inspire every student to think,
to learn, to achieve, to care.**



OUR GOAL

(MVUSD FAMILY SERVICES SCHOOL READINESS GOAL)

**To provide high quality, age appropriate activities
that promote the physical, social, emotional and intellectual
development of each child in a
safe, nurturing environment.**



We Believe

(Murrieta Valley Unified School District)

- Our primary responsibility is student learning.
- Equal opportunity for a quality education is a cornerstone of a free democratic society.
- Optimal learning is possible when the community shares a commitment to students and their success.
- Integrity and fiscal responsibility are essential values to the health and vitality of the district in achieving its educational mission.
- Parental support and involvement is necessary for students' optimum success in education.
- Articulated and sequential programs best meet the needs of diverse learners.
- Student physical, mental, social and emotional health is integral to learning.
- Students, parents and staff can best realize their full potential in an atmosphere of mutual respect, caring, and understanding.
- Results are best achieved when parents, students, staff and the Governing Board hold themselves accountable for decisions, actions and student learning.
- A quality education system results in students who think critically, work cooperatively, communicate effectively, and act ethically.
- Students learn best when their interests, passions and talents are engaged in relevant learning experiences.
- A world-class education, integrating academic and vocational skill mastery, prepares students for the challenges, opportunities and careers of a competitive global society.
- Effective use of technology creates more powerful instructional systems and enables students to communicate and compete in a global environment.
- A well-rounded education provides students with varied learning opportunities that include curricular and co-curricular offerings.
- Students and staff function best in a safe and secure environment with quality facilities.
- A premier educational environment requires exceptional teachers, administrators, and staff, supported by effective professional development, competitive compensation, and personnel practices that attract and retain quality employees.
- An appreciation for the importance of cooperation, the merits of healthy competition and individual challenge are necessary for achievement.

ADMISSION

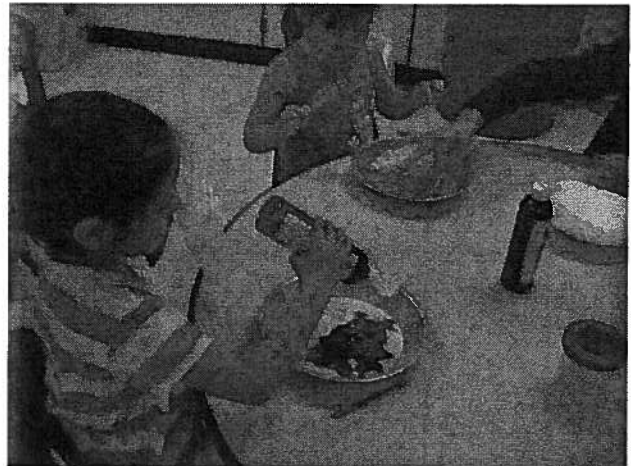
Enrollment is based on space availability. Families enrolling in the State Preschool program may live or work in Southwest Riverside County. California Department of Education funds the State Preschool program for low income families. Families must meet income guidelines for admission. Preschool for All is funded through a First 5 grant. PFA families must meet income guidelines for admission and are subject to tuition / fee. PFA families must also live within MVUSD school boundaries. The Kindergarten Readiness program is open to any family living within the MVUSD attendance area and is a parent pay program.

Enrollment shall be granted without discrimination on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

The MVUSD School Readiness program refrains from religious instruction or worship.

The MVUSD School Readiness program welcomes the enrollment of children with disabilities and shall make reasonable accommodations for such children and implement those accommodations.

The MVUSD School Readiness program strives to meet reasonable accommodations for children with special needs through a 504 meeting. Each special needs child's situation will be reviewed on a case-by-case basis to determine 504 accommodations that may have to be developed and implemented to meet the child's needs. After the initial implementation of 504 accommodations, 504 update meetings will monitor the success of accommodations or make adjustments.



All State Preschool applications are accepted based on priorities established by the California Department of Education. They are as follows:

1. Children with special needs between the ages of 3 and 5 years and Child Protective Services referrals (receive top priority);
2. Four year old children meeting income guidelines;
3. Five year old children referred by the District for assistance meeting income guidelines.
4. Three year old children meeting income guidelines.

The lack of English skills will not be a barrier for admission and/or participation in the School Readiness program.

When the School Readiness sites are full, new enrollments will be added to a waiting list. Position on the KR and PFA waiting list is by date the enrollment packet is submitted. Position on the State Preschool waiting list is by income qualification ranking established by the State.

Trial periods are important. The M.V.U.S.D. Family Services School Readiness program reserves the right to terminate enrollment with a one week notice due to the following:

- A child requires medical or psychological supervision/treatment beyond the capabilities of the program;
- The child poses a direct threat to the health and/or safety of others; and or
- Tuition is in arrears (if applicable).

The M.V.U.S.D. Family Services Kindergarten Readiness program is self-supporting. If at any time it is determined that the program is not paying for itself, it will be discontinued. Parents will receive at least thirty (30) days notice if this action should become necessary.

All enrollment packets must be completed and returned to the M.V.U.S.D. Family Services School Readiness Office at 24300 Las Brisas Road, North prior to the child's first day in the program. For the Kindergarten Readiness program an \$85.00 registration fee and first week tuition is required. Five percent (5%) discount is given for monthly tuition payments.

APPEAL PROCESS (FOR RIVERSIDE COUNTY OFFICE OF EDUCATION OR CALIFORNIA DEPARTMENT OF EDUCATION)

When a parent/guardian receives a Notice of Action (NOA) that is for an adverse action (i.e. reduction in services, termination of services, etc.) the parent/guardian has the right to appeal the action if they feel it is unwarranted. The parent/guardian must complete the appeal request on the back of the NOA and submit it first to the designee from MVUSD Family Services listed on the NOA on or before the appeal date indicated on the NOA. MVUSD/FS will contact RCOE-CSU and the following steps will be taken:

- The parent/guardian will be contacted to set up an appointment for a hearing.
- If MVUSD-FS is unable to reach the parent/guardian within 10 calendar days of receipt of the appeal request, an appointment will be scheduled on the parent/guardian's behalf.
- Within ten (10) calendar days of receipt of the appeal request, the parent/guardian will be sent a letter confirming the date, time and location of the hearing.
- If the parent/guardian fails to appear at the hearing, the parent/guardians appeal will be deemed abandoned.
- The appeal will be heard by a hearing panel to include at minimum, one member of the RCOE-CSU management team and one member of the MVUSD-FS management team, a third member can be from either agency.
- The parent/guardian may request an interpreter, if needed, or may bring their own.
- During the hearing, the appeal process, the reason for the action, and the parent/guardian's request for the appeal will be reviewed with the parent/guardian.
- The parent/guardian will be given the opportunity to present his/her side of the case and present any information/documentation specific to the action.
- Within ten (10) calendar days following the hearing, the hearing officer will send a written response regarding the decision of the hearing panel.
- If the parent/guardian is dissatisfied with the decision of the hearing panel, a written appeal may then be filed within 14 calendar days to the California Department of Education, Child Development Division, as indicated on the back of the NOA
- Child care services continue during the appeal process.

ATTENDANCE AND ABSENCES

The MVUSD School Readiness program requires daily attendance. Excessive absences interrupt the continuity of the child's learning and socialization.

Sometimes it is necessary to be absent from the program due to sickness or emergency. However, excessive absences will result in your child being dropped from the program.

Attendance Policy:

- A child is in attendance when he/she is present during any part of the daily session;
- An enrolled child absent for (3) consecutive unexcused classroom days without parent/guardian making contact with staff may be cause for termination.
- An enrolled child absent for (10) consecutive excused days will be dropped from the program unless there are extenuating circumstances (such as contagious disease or hospitalization).
- Absence forms are available in the classroom to be completed by the parent and submitted by the teacher to the School Readiness clerk;
- Each individual circumstance must be authorized and documented by the School Readiness Supervisor through the clerk;
- Excessive absences will be documented and referred to the supervisor for a parent conference.

EXCUSED ABSENCES:

- Illness of parent or child
- Quarantine of parent, child, or other family member
- Dental / Doctor / Therapy of parent or child
- Family Emergency (death, funeral, car accident, court appearance, confidential emergency)
- Court ordered visitation with absent parent(s), maximum four consecutive weeks
- Transportation emergency (3 times per fiscal year)
- Dangerous weather conditions (i.e. – power lines down, flash floods, fires, high winds) that prevent family from getting to child care.

EXCUSED/BEST INTEREST (MAXIMUM OF 10 DAYS PER YEAR): * This program only applies to State funded programs and Preschool for All ; not to parent pay Kindergarten Readiness.

- Vacation
- Out of town
- With parent/ relative
- School program/ field trip
- Child's birthday
- Other: Reasons which are clearly in the best interest of the child

UNEXCUSED

- Child/parent/sibling did not feel like getting up
- Couldn't come.
- Sibling illness
- Personal business/family business

- Occasional music lesson/baton practice, scouts, etc.
- Religious activities such as catechism, church camp, church school, Bible school
- Any excused absences that have not been documented or documentation does not have parent and/or staff signatures.



Once a Kindergarten Readiness contract has been established, tuition will be charged whether or not the child attends all scheduled days. Absences are not eligible for discounted tuition.

A parent or adult parent designee must accompany the child into the facility to determine that the child is under adult supervision prior to leaving the premises. A parent or adult parent designee must sign, with legal signature, the child in and out of the facility each day. No child may sign himself / herself in or out of the facility.

Parents/Guardians must sign when a child is absent and give reason for absences.

Adults, 18 years of age or older, who have been authorized by parents on the Emergency Card, may pick up children. All emergency pick up forms must list 2 local people that are willing and able to pickup you child within one hour of being contacted.

Staff will question adults with whom they are unfamiliar and check their identification. **EVERYONE PICKING UP CHILDREN MUST SHOW A PICTURE IDENTIFICATION.** Anyone without proper authorization will not be allowed to check out a child. Phone or FAX authorizations will not be accepted without return verification calls.

BEHAVIOR / DISCIPLINE

School Readiness discipline procedures are designed to be age appropriate, fair, consistent and effective. Procedures have been established to create a safe and enjoyable experience for children, families and staff. Program rules are established by the School Readiness staff, based on age and maturity level of the children. Expectations and limits are made clear to the children and posted in the four year old rooms. They are frequently reinforced by staff in a firm, positive manner.

MVUSD Family Services' goal for discipline is to develop child self discipline and self control. Emphasis is placed on each child, through internal motivation and external praises, for an acceptable standard of behavior.

The School Readiness environment is designed to prevent problems by dividing children into small interest groups. A wide variety of age appropriate activities and materials are provided. School Readiness rooms are designed to give children as much independence as possible while still providing adult supervision and interaction.

Occasionally children will test boundaries. Rules and guidelines have been established for the health and safety of the children. Children who continue to use inappropriate behavior will receive the following consequences:

Step 1: Redirection, warning and/or a cool down period. Staff will redirect children or restate the established rules in a kind but firm voice. At no time is any form of physical or emotional punishment permitted; even if the parent requests such discipline. Staff will make corrections in a positive manner. For example: "Please follow instructions"; or "All four legs of the chair should remain on the floor"; or "Thank you for putting away the toys".

Step 2: Parent/Staff Involvement: Staff will talk to the parent(s) about inappropriate behavior and enlist their help and suggestions. Staff may also discuss the problem with other staff that work with the child to achieve consistency. If inappropriate behaviors continue, staff will document the behavior in the Behavior Log, sign their initials, and inform the parent of the continuing behavior.

Step 3: Behavior Memo: If the inappropriate behavior continues, staff will assign a consequence that is related to the behavior. Staff will then write a memo about the behavior and present the memo to the parent for signature. If the parent refuses to sign, staff will note that in the signature area of the memo. The parent is given the top copy of the memo and the remainder sheet is placed in the Behavior Log under the memo section. If a child continues inappropriate behavior, a warning has been issued and three memos have been issued, the memos will be sent to the School Readiness Supervisor. The School Readiness Supervisor will contact and/or meet with the parent regarding a behavior plan or suspension; this is at the Coordinator's discretion and is individually assessed.

Step 4: Suspension: If the inappropriate behavior continues, 4 warning/memos have been issued, and / or a plan has been discussed with the parent(s) the child may be suspended for 1 day, then 2 days, then 5 days.

Step 5: Termination: If the child continues to display inappropriate behavior despite all intervention efforts, the child will be dropped from the program.

Anytime an assault occurs (one child has intentionally physically hurt another child) staff will contact the Coordinator immediately. The parent will be contacted and asked to immediately pick up the child. Following an investigation by the School Readiness Supervisor the child may be suspended 1-3 days depending on the severity of the incident. Staff will write a behavior memo regarding the incident. Staff will also write an accident report on the child that was assaulted even if there are no immediate, visible signs of the assault. If assaultive behavior continues the child may be terminated from the program.

BILLING / TUITION (Kindergarten Readiness and Preschool For All)

Tuition is due on Monday each week or the first school day of the week. Statements will be issued monthly; however tuition is due whether or not a statement is issued, based on the contract agreement. Statements are placed on your child's sign in sheet in the Kindergarten Readiness or Preschool For All classroom. Refer any billing questions you may have to the Account Technician. A fee of \$35.00 is incurred monthly on late tuition payments or past due balances. A family carrying a balance for more than 30 days may be dropped from the program and their account will be sent to a collection agency.



All parents are to complete a new contract each year (July – June)

There is a registration fee (Kindergarten Readiness only) each year, currently eighty-five dollars (\$85.00) per child. Registration for the current year will not be accepted after May 1.

Tuition payments may be made by check or money order only, payable to M.V.U.S.D. Please put your child's first and last name on all checks.

There will be no cash payments for tuition accepted at any Family Services' sites, at any time. You are welcome to bring cash payments to the Family Services Office located at the Child Development Center, 24300 Las Brisas Road, North. Hours are Monday – Friday 8:30 a.m.- 4:30 p.m.

BIRTHDAYS AND SPECIAL OCCASIONS:

We value, honor and respect all children, families and their culture everyday. We welcome your involvement in sharing your family's traditions and culture with your child's class. We do celebrate birthdays and special events. However, foods that are brought into the classroom must either be cooked in the classroom following health and safety procedures or store bought (still wrapped). Your child's class will also be presenting winter and spring evening presentations. Please discuss these special events with the School Readiness staff.



Throughout the program year your child's class will have special visitors promoting reading, and health and enhancing your child's creative imagination.

BITING

On very rare occasions four year old children may bite due to frustration or lack of language development linked to emotions. Children may have an inability to use words to express their needs, stress (a recent move, changes in routine, etc.) not feeling well, cause and effect (if I bite I will get the toy) or sometimes to get the attention of the adults around them. Biting at this age is inappropriate. Staff will talk with the child about biting, give other words to use and discuss the incident with the parent. A memo will be used to document the incident. Staff will discuss with the parent a plan of action to help the child find alternative forms of expression. The biting behavior plan will be closely monitored. If the plan is unsuccessful and the child continues to bite he/she will be terminated from the program for the safety and personal rights of the other children

CALENDAR CURRICULUM

School Readiness Child Development Teachers are responsible for creating a weekly calendar of activities. The calendar of activities directly relates to the "Desired Results Developmental Profile" required by the State Department of Education, Child Development Division. A copy of these activities is given to the School Readiness Supervisor and a second copy of the activities for the week is posted on the parent bulletin board. Please familiarize yourself with the posted activities for each week.

CAUSES FOR TERMINATION

- Failure to abide by Parent Contract and Program Rules
- Absence of at least three (3) consecutive days without parent/guardian making contact with staff
- Failure to keep contracted hours
- Five (5) unexcused absences during the fiscal year (July 1 – June 30)
- Unpaid Tuition (Kindergarten Readiness or PFA)
- Falsification of records
- Failure to pay late pick-up fee
- Failure to keep all emergency contact numbers updated

CELL PHONES

The use of cell phones and other electronic devices in Family Services programs is strongly discouraged. Children are given any opportunity to call and speak to parents using the program phone. A child using a personal cell phone will be asked to put the phone away in a safe location (locked teacher cabinet). MVUSD Family Services does not accept responsibility for lost or damaged cell phones.

Parents are strongly encouraged to refrain from using cell phones in the classroom or when driving into the parking area. Please turn phones and electronic devices off when entering the classroom, this is a good time to talk to the teacher.

CHILD ABUSE REPORTING

Family Services staff are mandated child abuse reporters during their working hours. Staff can be held criminally liable for not reporting any reasonable suspicion of child abuse. It is required by law that they report any reasonable suspicion of child abuse. Suspected child abuse will be documented on a Child Protective Service incident form and be reported to the appropriate authorities.

If child abuse is suspected, the Family Services staff member will immediately contact the School Readiness Supervisor, Family Services Coordinator or Director of Family Services.

CPR TRAINING

All Family Services staff are first aid and CPR certified and a current copy of the certificate is on file with the Director of Family Services.

CONFIDENTIALITY

Release of information regarding your families' financial status and your child's personal records or information will be limited to Family Services administration and Riverside County Office of Education-Children's Services staff. Documents are subject to review by auditors, representatives of MVUSD Business Services, Department of Education-Child Development Division, and Department of Social Services-Community Care Licensing. The site may have an announced or unannounced visit by any of the above mentioned agencies. Someone from these agencies may speak to staff, parents, and children. They may examine children's, staff and financial files and records. No other use of this information shall be made without parent's prior written consent.

Staff will not discuss other children, parents or staff with you; that would be a breach of confidentiality. Staff will not share your information with other parents or children. Staff will not share any personal information such as addresses and phone numbers. For any concerns regarding other children, parents or staff, your questions need to be directed to the Family Services Coordinator or School Readiness Supervisor.

CONTRACT

The MVUSD School Readiness program which includes State Preschool (State funded, income eligibility) is available to any eligible family living or working in Southwest Riverside County. Preschool for All (funded through First 5, income eligibility) is available to any eligible family living within the MVUSD boundaries. Priority is given to four year old children.

Preschool For All (First 5 funded, income eligibility) is available to any families living within the MVUSD boundaries. Priority is given to four year old children. Upon the fifth birthday the PFA child is no longer eligible for PFA services. Kindergarten Readiness (parent pay) is available to four year old children living in MVUSD boundaries. Enrollment is limited. Prior to enrollment, parent(s) must read, complete, initial, sign, and date required Program Policy Statement and Contract, Discipline Contract, Emergency form and child's file forms. Parents are responsible for reading, understanding, and abiding by



the Parent Manual, Discipline Contract, and Program Policy Statement and Contract. It is the parent's responsibility to keep all emergency contact information current.

CONTRACT CHANGES

Withdrawals from the School Readiness program must be received in writing at the Family Services Office two (2) weeks prior to change. Schedule changes must be received in writing at the Family Services Office one week prior to change. Change of Contract forms are available at all sites and can be mailed to the Family Services Office or deposited (two weeks prior) into the payment box at the Family Services site. Failure to submit changes in writing will result in continued billing at the contracted rate. You will be responsible for all billing charges until a Contract Change has been received by the Family Services Office. The office is located at 24300 Las Brisas Road, North, Murrieta.

CUSTODY / RESTRAINING ORDERS

Legal documents concerning any child custody agreements are kept on file at each School Readiness program site. If possible, please bring a current photo of any non-custodial parent not allowed to take the child as per court order. This is often helpful. Children will only be dismissed to the people named on the official Program Policy Contract or Emergency Card completed by the custodial parent or legal guardian.

If a non-custodial parent insists on taking a child or children from the center, a staff member will immediately contact the custodial parent. If the custodial parent is unavailable and the non-custodial parent insists on taking the child, the staff member will call 911 and the School Readiness Supervisor or Family Services Coordinator.

Under no circumstances are staff allowed to physically challenge the non-custodial parent. Their safety and the safety of the children is essential. It is your responsibility to make sure the emergency information is current and correct for each child at the School Readiness site and Family Services office.

DAILY BEHAVIOR LOG

A behavior log is kept in a notebook at the School Readiness site where staff members can date and note any behavior out of the ordinary, positive or negative. This is not a public document and therefore will not be shown without the Director's approval and protection of other names in the log.

DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURES

Any parent or student who believes that a student has been subjected to discrimination (including harassment), based on race, color, national origin, religion, gender, sexual orientation, physical or mental disability, or the perception of one or more of such characteristics, in any District program or activity may file a complaint under this procedure.

The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures.

The District acknowledges and respects students and respects students' and employees' rights to privacy. Complaints shall be investigated in a manner that protects these rights; The identity of any complaint shall be kept confidential; as appropriate.

The Superintendent shall ensure that employees designated to receive and investigate complaints are knowledgeable about applicable laws and regulations. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The District designates a Principal or his/her designee as the person at each school responsible for the receiving and investigating complaints pursuant to this policy.

The District administrator responsible for overseeing the District's response to harassment/discrimination of students is the Director of Student Support, 41870 McAlby Court, Murrieta, CA 92562, phone (951) 696-1600 ext. 1037.

DROP OFF AND PICK UP



Parents, or designated adult, must accompany the child into the facility to determine that the child is under adult supervision prior to leaving the premises. An adult (18+ years) must sign the child in and out of the facility each day. The signature must be a complete name and legible. No child may sign him/herself in or out of the classroom.

Adults (18+years), who have been authorized by the parent(s) on the Family Services Emergency Form, with picture identification may pick up a child.

Staff will question those adults with whom they are unfamiliar and check their identification. Everyone picking up a child must carry picture identification. No one without proper authorization will be allowed to pick up a child. Phone and FAX authorizations will not be accepted without a return verification call.

ELECTRONIC DEVICES

Electronic devices including, but not limited to: *Game Boys*; other hand held games; cell phones; *Play Station*; CD players; *I-PODS*; and MP3 Players from home are not allowed at Family Services programs (some arrangements are made during camp only). They are often lost or stolen. If a child is using one during the program a staff member may take the device and place it in a secure location (locked staff cabinet) and return the device to the parent. MVUSD Family Services is not responsible for lost or stolen property.

EMERGENCIES / DISASTER

All Family Services sites follow the disaster plan/escape routes provided at all M.V.U.S.D. schools. It is critical that you have clearly indicated on your Emergency Cards for the Family Services Programs, the plan you want followed in case of an emergency or disaster.

EMERGENCIES – FIRST AID

First aid at M.V.U.S.D. Family Services programs amount to soap, water or ice. If it is necessary for staff to administer first aid, rubber gloves are provided to prevent contact with blood or any bodily fluid. All accidents are reported on an accident form (Student Injury Report). Copy of report is given to the parent, and also sent to the School Readiness Supervisor.

When a child has an injury that might cause concern, the parent will be notified immediately by site staff. Please be sure that any and all information is current on your Emergency Card.

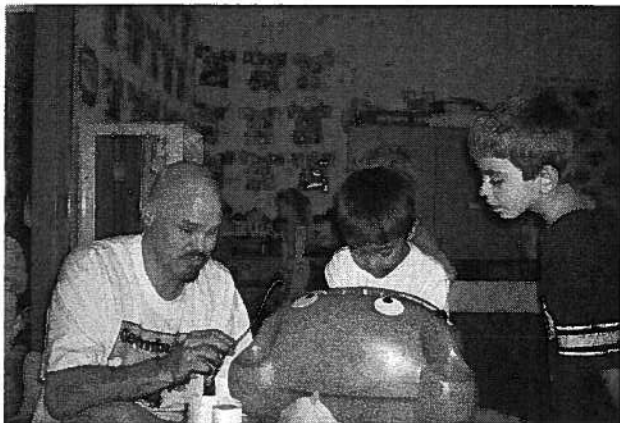
If the injury is severe, beyond basic first aid, the District Nurse and the parent will be contacted immediately. The parent can then make the decision to come transport their child to his or her child's physician, the emergency room, or have 911 called for transportation. If the parent cannot be reached, the School Readiness Supervisor and/or Family Services Coordinator will make the decision to contact 911 and accompany the child to the hospital. If the site staff deem the situation urgent or life-threatening, they will call 911 immediately.

EXCLUSION POLICY - ILLNESS

Control of communicable illness among the children is always a prime concern. Policies and guidelines related to outbreaks of communicable illness in the Family Services Programs have been developed with the help of health departments and local pediatricians. In order to protect the entire group of children, as well as your own child, we ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms within a twenty-four (24) hour period.

- ➔ Signs of a newly developing cold or severe coughing.
- ➔ Diarrhea, vomiting or an upset stomach.
- ➔ Unusual or unexplained loss of appetite, fatigue, irritability or headache.
- ➔ Any discharge or drainage from eyes, nose, ears, or open sores, and/or
- ➔ A fever over 100° F (37.8°C) orally or 99° F (32.2° C) axillary under the arm.

Parents will be called for any child who becomes ill with any of the above symptoms. We appreciate your cooperation with this policy. If you have any questions about whether or not a child should attend school or group care that day, please call the School Readiness Supervisor or the Family Services Coordinator.



ABC Preschool in Temecula offers a “**Chicken Soup Room**” for ill children. For more information call 951-699-5251.

HEALTH POLICY

Prior to children starting in the School Readiness Program children must have on file a

current Community Care Licensing Physician's Report (or similar document) and current immunizations.

In order to maintain a healthy environment, we request that you not send your child to school when he/she is ill. Morning health checks will be conducted on each child. The health check is just a quick informal examine of the eyes, nose, throat, and extremities. Staff will ask your child how they slept and how they feel. If your child exhibits any of the symptoms listed below, you will be asked to take the child home or to alternative care that can make an ill child comfortable. If your child becomes ill while at school, you will be notified that you or your documented designee must pick up your child within one hour. Some signs of illness that may exclude a child from the program include, but are not limited to:

- Signs of fever (very warm to the touch, flushed);
- Difficult breathing;
- Wheezing
- Nausea or vomiting;
- Earache, sore throat, red- runny nose;
- Unusual tiredness with other symptoms;
- Head Lice
- Persistent with symptoms;
- Excessive coughing;
- Eye drainage;
- Any symptoms of contagious disease;
- Skin infections (open sores, blisters, patch-like scaling, eruptions, scaly crusty lesions)

A child must be fever and/or symptom free for 24 hours without aide of medication to attend the program.

Any contagious disease must be reported to classroom and office immediately.

HOLIDAYS

All School Readiness sites are closed on all designated M.V.U.S.D. School Board approved holidays. Please refer to the school calendar, distributed at the beginning of the year or on the MVUSD web site to familiarize yourself with these Board approved holidays. Operating expenses and salaries are on-going expenses for each space available in the program. These expenses do not change when your child is not present, even holidays. Kindergarten Readiness and Preschool For All tuitions are based on an annual fee for 180 days of school and paid weekly. There is no credit given for partial weeks of the school calendar.

HOURS

The State Preschool, Preschool for All and half-day Kindergarten Readiness programs are three hour sessions. Hours are established by the site to coordinate with



Kindergarten traffic. Full day Kindergarten Readiness or Extended Day State Preschool (if available) hours are

6:30 a.m. - 6:00 p.m. Kindergarten Readiness also includes a 6 hr half day session 8:30 am – 2:30 pm and a three-quarter day session 8:30 am – 4:00 pm or 8:00 am – 3:30 pm. Office hours will be posted on the site parent board.

LATE CHARGES

Parents are responsible for having their child (ren) picked up on time. ANYONE dropping off a child before the established program start time or picking up a child after the established program end time will be charged \$1.00 per minute. Unpaid late fees can be cause for termination.

EARLY DROP OFF / LATE PICK-UPS

6:00 P.M. If a parent or designee drops child off before designated time or does not show up to get the child by designated pick up time a staff member will begin calling the parent, legal guardian or anyone on your emergency list until they find someone to pick up the child. The staff member will also notify the School Readiness Supervisor or Family Services Coordinator.

6:30 P.M. If the School Readiness Supervisor cannot make direct contact with someone by 6:30 p.m., the police may be contacted. A note will be left on the School Readiness program site door notifying you to pick up your child at the Murrieta Police Department.

The staff member will gently explain that the police will be taking them to the police department to keep them safe until their parents are located and can pick them up. Habitual lateness (3 times) may result in the child (ren) being dropped from the program.

LICE

The Department of Health Services, Center for Disease Control and American Academy of Pediatrics have been very vocal regarding school policies and the exclusion of children from school because of lice. In the majority of cases of lice, transmission is traced back to the home not school or child care.

Lice do not pose a significant health risk. Lice do not transmit disease. Lice are a nuisance that upsets most parents and staff.

1. When it is discovered that a child has lice, staff will follow the same procedure as a child who becomes ill. A parent or emergency contact person will be notified. Staff will request that the child be picked up.
2. The child will be encouraged to participate in table top activities until the child has been picked up.
3. A letter that has been written by District Nurse, Cathy Owens, RN will be given to the parent or emergency person. This letter gives the parent tips regarding lice.
4. Staff will not discuss any specific incident or child with anyone other than the child's parent or emergency contact. This is a breach of confidentiality.

5. Staff will refrain from activities that could potentially transmit lice such as sharing hats, combs & brushes, or other objects that contact the hair.
6. Staff will clean equipment and remove plush toys or dolls from the environment.



LIMITED AND NON-ENGLISH SPEAKING FAMILIES:

Upon request, the program will assist limited and non-English speaking family members by providing materials and information sheets and oral translations in the native language of the family.

For limited and non-English speaking children activities are provided to staff by several community based programs to assist in the development on the non-English speaking student.

LICENSING

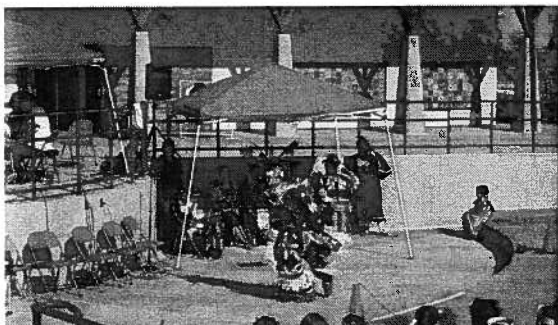
M.V.U.S.D. Family Services School Readiness programs operated by Murrieta Valley Unified School District have been inspected and licensed by Department of Social Services-Community Care Licensing. The MVUSD Family Services School Readiness program follows Department of Social Services Community Care Licensing Regulations, Title 22. These regulations assure that a program meets the minimum standards required by the State. A copy of these regulations is available in the M.V.U.S.D. Family Services office or on the DPSS – CCL website. If a parent has concerns, he / she is encouraged to discuss these concerns with the School Readiness Supervisor. Upon enrollment parents have been given DPSS-CCL forms including the Notification of Parents’ Rights and Personal Rights.

MEDICATION

If your child is to receive medication, whether prescribed by a physician or over the counter medications, the following guidelines must be adhered to.

1. Receive a medication packet from a staff member;
2. Complete packet including a physician’s signature, and
3. A staff member must sign in the medication when the parent delivers it.
Medication must be in the original container with the child’s name, prescription dosage, time of distribution and physician’s name and phone number.

Medication will be stored in a locked cabinet and dispensed at the designated time.



No over the counter medication is dispensed unless it is accompanied by the medication packet with a physician’s signature.

MULTICULTURAL AWARENESS AND SENSITIVITY

The School Readiness staff takes every opportunity to gain knowledge and experience to better understand cultural differences and similarities. Activities and materials are periodically reviewed for culturally sensitive content. Staff will seek guidance from specialist in the field as needed.

SNACK MENU

A nutritional snack will be provided to children enrolled in the School Readiness programs. The snack meets daily snack requirements set by the Federal Food Program. Lunch for the Kindergarten Readiness full day program is provided by the parent(s). A morning and afternoon snack is provided by MVUSD School Readiness program. A monthly snack menu will be posted in the classroom on the Parent Information Board attached to the monthly newsletter. We make every effort to have a variety of snacks and milk available; however, snacks are never in lieu of a nutritious meal.

OFFICE (SCHOOL READINESS)

The Family Services Office including School Readiness is located at the Child Development Center, 24300 Las Brisas Road, North, Murrieta. The Family Services Office hours are 8:30 a.m. - 4:30 p.m. but can change seasonally. The office is closed daily 11:30 a.m.-12:30 p.m. Any changes will be posted on the parent information board.

NOTICE OF ACTION

Upon enrollment in the State Preschool (SP) or California State Preschool Program (CSPP), parents will receive a Notice of Action (NOA). MVUSD FS is required to send an NOA to the parents whenever there is a change in service (addition, termination, reduction, change of status, etc.) in a State funded program (does not apply to Preschool For All and Kindergarten Readiness).

PARENT ACCESS

Parents are permitted access at any time their child is in attendance and are encouraged to visit the program whenever possible. Making an appointment to visit the School Readiness site is not necessary; however you may have to look for the group if they are outside on the playground. We do ask that parents be courteous and thoughtful about interrupting activities. If you need to speak to a staff member we ask that you be brief and discrete if children are in the room. Staff's attention is to be on the children at all times during classroom hours. If you need an extended meeting, please ask the teacher for an appointment so you can meet in private.



If you need to speak to the Family Services Account Technician, School Readiness Supervisor, or Family Services Coordinator, having an appointment will assure that they can arrange their schedule to make time available for you. Parents are encouraged to discuss their concerns and questions with staff members and administration at any time.

PARENT ADVISORY COMMITTEE:

Parents and guardians of enrolled children are encouraged to participate on the Parent Advisory Committee (PAC). PAC holds regular meetings every other month where attendees discuss program issues, fund raising, special activities, program evaluation and program improvements. Anyone may attend PAC meetings and participate as PAC leadership. The PAC leadership is composed of parent elected Chairperson, Vice Chairperson, Treasurer, Secretary, and Site Representatives.

PARENT EDUCATION

Parents and Guardians will be given an orientation to the program. Parent/Teacher conferences are held twice yearly, This is an added opportunity to discuss skills your child demonstrates during class and establish future goals to ensure kindergarten readiness. Educational speakers are scheduled for Parent Advisory Meetings. Parent education classes are offered year round through the Parent Center located at the Child Development Center, 24300 Las Brisas Road, North, Murrieta. For more information call 304-1623.

PARENT INVOLVEMENT

The key to a successful school readiness program is effective parent participation. We have found five major kinds of parent participation that produces the best results.

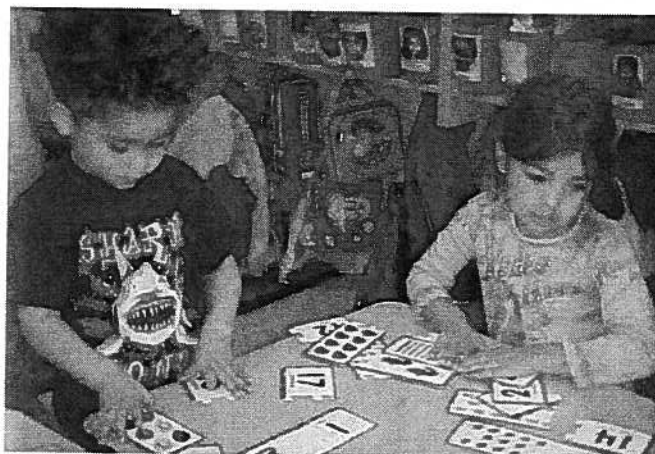
- Participation in the process of making decision about the philosophy and operation of the program (Parent Advisory Committee);
- Participation in the classroom as a paid employee, volunteer or observer;
- Activities for parents, which they have helped develop and implement;
- Working with their child in cooperation with staff and the program; and
- Aid in completing the program self review required by the California Department of Education, Child Development Division.

Parents (or family member over 18 years of age) are expected to contribute 5 volunteer hours per month.

Siblings (under 18 years of age) are not permitted in the classroom during parent volunteer hours.

PERSONAL RIGHTS- Community Care Licensing

During normal operating hours, parents have the right, upon presentation of identification, to enter and inspect the program without prior notice.



Parents have the right to file a complaint against the program with the Department of Public Social Services - Community Care Licensing, California Department of Education- Child Development Division, and funding agency, and/or with the MVUSD Superintendent (See page 21).

REGISTRATION

Prior to a child starting in a School Readiness program, it is the responsibility of the parent to make sure that all registration forms are fully completed and returned to the M.V.U.S.D. Family Services office located at the Child Development Center, 24300 Las Brisas Road, North, Murrieta.

1. ADMISSION CONTRACT

Contracts **MUST** be fully completed, including initials, before the child will be accepted in the School Readiness program.

Mandatory items are:

- A. Child's complete name and residence address;
- B. Parents' complete name, current home address, home AND work phone numbers and e-mail address (optional);
- C. Drop-off and pick-up hours;
- D. Two local emergency adult designees for picking up child with current available daytime phone numbers; and
- E. All areas on contract requiring initials are initialed, signed and dated by parent(s) or legal guardians.

2. EMERGENCY CARD

Parent(s) or legal guardian(s) must complete the Emergency Card. Two local phone numbers for emergency pick-up must be included on card in order to be enrolled. It is the parent's responsibility to keep all emergency contacts updated. Pick up contacts must be: an adult (over 18 years of age). local, willing and able to pick up your child within 1 hour of being contacted.

3. HEALTH CARD

The health card must be completed, notifying staff of any health conditions.

4. CHILD'S FILE FOLDER

A folder must contain the required forms completed and signed including CCL Personal Rights, CCL Pre-admission Health History, Medical Treatment Consent, CCL Physician Report and Discipline Contract. These forms are distributed at the enrollment screening and are due prior to child's first day.

5. REGISTRATION FEE (Kindergarten Readiness only)

A \$85.00 per year, per child, registration fee and the first week of tuition are due at the time the child is registered for the M.V.U.S.D. Family Services School Readiness program. Be sure to put the child's name on the memo area of the check.

6. MATERIALS FEE (Kindergarten Readiness only)

A \$35.00 materials fee is due at the time of enrollment and the first day of second semester in January.

7. DISCIPLINE CONTRACT

The Discipline Contract must be fully completed and signed by the parent(s) or legal guardian(s).

After the above items are fully completed, please review again to be sure that nothing has been missed. If any items are not completed in full, forms will be returned to you for completion and this will delay the processing of the forms and your child (ren)'s admittance into the M.V.U.S.D. Family Services School Readiness program.

SPECIAL NEEDS

It is the intent of the Murrieta Valley Unified School District Family Services to ensure that children who are disabled, within the meaning of Section 504 of the Rehabilitation Act of 1973, are identified, evaluated, and provided with the required appropriate care that is designed to meet the needs of the disabled person as adequately as the needs of non-disabled person.

Children who, because of disability, need or are believed to need special services to participate in district school readiness program may be referred by a parent, guardian, child care worker, or child care administrator to a 504 team. The 504 team will be composed of persons knowledgeable about the child, the child care history, the child's individual need, and the meaning of evaluation data. The Family Services Coordinator, and designated 504 Coordinator, will monitor the composition of the 504 team to ensure that qualified personnel participate.

For a child who has been identified as disabled within the meaning of Section 504 and in need of special services, the 504 team will determine the services necessary to ensure that the child will receive appropriate services. The 504 team will monitor the progress of the child and the effectiveness of the plan annually or upon request of a 504 team member or the parent.

Upon enrollment, it is in the best interest of the child, that a 504 meeting be held and a plan developed prior to starting in the school readiness program.

Parents of a child with an established 504 Plan or IEP for regular educational services should contact the Family Services Coordinator to establish a 504 team meeting for school readiness services.

STAFF

Each School Readiness classroom is led by a Commission On Teacher Credentialing certified Child Development Teacher. The teacher may be assisted by a Child Development Teacher Assistant (also credentialed). These credentials authorize service in the care, development and instruction in a child development program. Also assisted in the classroom may be Child Care Workers I or II. They have completed or are enrolled in the educational

units required by Community Care Licensing. MVUSD Family Services provides annual staff trainings and encourages the participation of staff in on-going trainings in the child development community.

The well trained staff provide age-appropriate activities and a nurturing environment that promotes the development of positive self-esteem, cognitive development and social interaction for the children in the School Readiness Program.

The leadership team of Family Services includes: Director, Coordinator, School Readiness Supervisor and School Readiness Lead Worker. The support staff includes: Secretary, Account Technician, Budget Analyst, and Clerks.



TAXES

(Kindergarten Readiness and Preschool For All Only)

Tax information is available at the bottom of your monthly statement. Tax information will be mailed to the home or posted on the child's sign in/out sheet by January 31.

TRAINING / NON STUDENT DAYS

Training /Non-Student Days are scheduled by the Murrieta Valley Unified School District throughout the school year. School will not be open to students. It is part of our mission to provide quality training to Family Services staff and provide quality services to families. We take the opportunity in the beginning of the year to provide our staff with the training they need to provide quality service.

TOYS

Toys and games from home are not allowed at the School Readiness sites (some arrangements are made during camp only). They are often lost or stolen. If a child is using one during the program a staff member may take the toy/game and place it in a secure location (locked staff cabinet) and return the toy/game to the parent. MVUSD Family Services is not responsible for lost or stolen property.

UNIFORM COMPLAINT PROCEDURES

The district has a responsibility for insuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The District shall follow the Uniform Complaint Procedures (UCP) when addressing complaints.

Upon enrollment in the program, parents receive the district's Uniform Complaint Procedure brochure. The brochure describes the complaint procedure when the complaint has not been resolved by the program director and needs to continue at a higher level or requires neutral mediation. The brochure is also posted on the parent information board in the School Readiness program room.

Program Procedures:

Step 1: Discuss the concern with the party directly involved.

- The teacher or child care worker may be able to resolve a classroom matter immediately.
- If the matter involves personnel, the parent should contact the School Readiness Supervisor.
- If the matter involves billing, the parent should contact Family Services Account Technician.

Step 2: If the matter has not been resolved, the parent should contact the Coordinator of Family Services.

Step 3: If there continues to be a concern that has not been resolved to the parent's satisfaction, the parent should follow the procedures outlined in the Uniform Complaint Procedure brochure.

VOICE MAIL

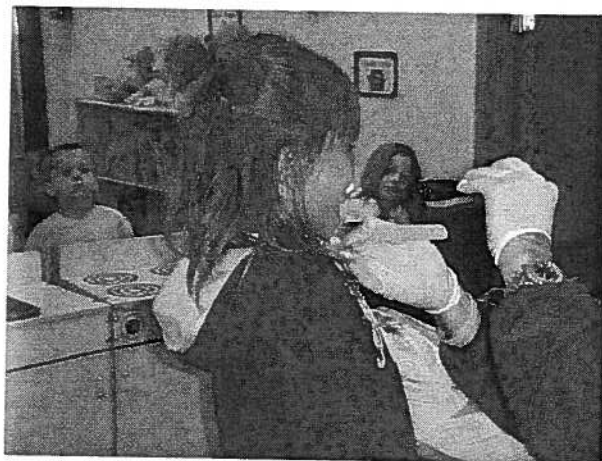
All the School Readiness program locations, sites and offices have voice mail. If you do not reach the staff members at the site or you are trying to reach office staff and they are away from the phone, please leave a message on the voice mail and someone will return your call as quickly as possible.

VISION, HEARING AND DENTAL ASSESSMENTS

During the year children will participate in vision, hearing and dental assessments. Parents will receive permission slips for all assessments and follow-up information.

(FAMILY SERVICES) WEB SITE

Snack menus, newsletters, special events flyers and other information is posted and updated regularly on the MVUSD Family Services web site; www.murrieta.k12.ca.us. Select "Parents" at the top of the home page, Select Family Services from menu on the left margin, select program you are interested in viewing: Child Development Center, School Readiness, Student Enrichment and Extended Day, and Parent Center.



M.V.U.S.D. FAMILY SERVICES OFFICE PHONE NUMBERS

MVUSD School Readiness Office	(951) 304-1623
Business Office FAX	(951) 304-1623
Director, Family Services	(951) 304-1623
Coordinator, Family Services	(951) 304-1623
Supervisor, School Readiness	(951) 304-1623
Account Technician	(951) 304-1623
School Readiness Clerk	(951) 304-1623
Lead Child Care Worker	(951) 304-1623

M.V.U.S.D. FAMILY SERVICES SCHOOL READINESS SITE PHONE NUMBERS

Antelope Hills Preschool For All RM 3305	(951) 696-1600 ext 3305
Avaxat Preschool # 7	(951) 696-1600 ext 2177
Avaxat Preschool # 10	(951) 696-1600 ext. 2176
Buchanan Kindergarten Readiness #E-13	(951) 696-1600 ext 2733
Cole Canyon Preschool For All Rm E13	(951) 696-1600 ext. 2641
E. Hale Curran Preschool #18	(951) 696-1600 ext 2280
Lisa J Mails Kindergarten Readiness #H-3403	(951) 696-1600 ext 3403
Lisa J Mails State Preschool #H – 3402	(951) 696-1600 ext 3402
Murrieta State Preschool # I-34	(951) 696-1600 ext 2334
Monte Vista Preschool For All # 12	(951) 696-1600 ext. 2912
Rail Ranch State Preschool #149	(951) 696-1600 ext 2450
Tovashal State Preschool RM 4	(951) 696-1600 ext 2504

**To report child abuse at any time contact 1-800-442-4918.
It only takes a minute to save a child.**