Welcome to the Claremont Unified School District Child Development Preschool Program! It is our pleasure and privilege to share in the growth and development of your child. The preschool program provides services to children that are three and four years of age.

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<tr>
<th>School</th>
<th>Address</th>
<th>Phone</th>
<th>Room</th>
<th>Hours</th>
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</table>
| Mountain View Elementary Inclusion Preschool | 851 Santa Clara Avenue Claremont, CA 91711 | (909) 398-0609 x 67012                | Portable | A.M. Class 8:15 to 11:15  
 |                                         |                             |                                        |        | P.M. Class 12:15 to 3:15  |
| Sumner-Danbury Elementary State Preschool | 1745 Lynoak Drive Claremont, CA 91711 | (909) 398-0609 x 41090                | 601    | AM Class 8:00 to 11:00  
 |                                         |                             |                                        |        | PM Class 12:00 to 3:00  |
| Vista del Valle Elementary State Preschool | 550 Vista Drive Claremont, CA 91711 | (909) 398-0609 x 41019                | 8      | AM Class 7:45 to 10:45  
 |                                         |                             |                                        |        | PM Class 12:00 to 3:00  |

All classes are offered Monday-Friday and follow CUSD’s school Calendar which can be found online.

We have prepared this Parent Handbook to acquaint you with our program and provide an ongoing reference to your questions about our guidelines, policies, procedures, and daily operations.

We look forward to working with you to provide a successful beginning to your child’s educational experience. If at any time you have a question or concern we encourage you to speak to the Lead Teacher at your child’s site or contact the Child Development Program Office via the contact information below.

Child Development Program Office  
Monday-Friday 7:30 a.m. to 4:30 p.m.  
Phone: (909) 398-0373 Fax: (909) 399-1500

<table>
<thead>
<tr>
<th>Child Development Program Director</th>
<th>Mariana Sanchez</th>
<th><a href="mailto:msanchez@cusd.claremont.edu">msanchez@cusd.claremont.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development Program Specialist</td>
<td>TBD</td>
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<tr>
<td>Director’s Secretary</td>
<td>Rosemary Limon</td>
<td><a href="mailto:rlimon@cusd.claremont.edu">rlimon@cusd.claremont.edu</a></td>
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<tr>
<td>Account Clerk: Preschool</td>
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<tr>
<td>Account Clerk: BLAST / ASES</td>
<td>Ruby Islas</td>
<td><a href="mailto:rgarcia@cusd.claremont.edu">rgarcia@cusd.claremont.edu</a></td>
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Handbook subject to change based on Federal, State or local COVID-19 guidance.
**MISSION**

The mission of the Claremont Unified School District (CUSD) Preschool Program is to provide quality preschool services to children and their families.

**PHILOSOPHY**

It is the belief of the preschool program that the child’s day should reflect an interest in developing the whole child by:

- providing learning experiences within an environment that is stable, familiar, and predictable, yet allows for individual flexibility
- supporting children towards their optimal level of development through active participation and exploration that values the child as a contributing member to his/her learning
- making connections with the family and community in support of the child
- having access to knowledgeable teaching staff who are in tune with the needs and abilities of each child

The approach to planning learning experiences for the preschool child is based on the belief that:

- Children learn best when taught in all areas of development
- Children learn best when the family and community work together to support the child and the program
- Children learn best when challenges are addressed early, and resources are provided to assist the child in meeting their full potential
- Children learn best when provided with hands on experiences that are relevant to their daily lives

**GOALS AND OBJECTIVES**

The fundamental goal of the preschool is to ensure that all children in the program make progress in the areas of physical, cognitive, and social-emotional development. Children are provided with opportunities to interact with people and materials that will enhance their innate ability to explore the world around them, develop positive relationships with peers and expand their knowledge through active participation and play. Within CUSD’s preschool programs, we pride ourselves on providing each child with an individualized plan for learning that recognizes their current level of development and supports them as they master new skills and abilities. Our classrooms provide children with a safe and nurturing space that welcomes children to take charge of their learning and be involved in the learning process.

The objective of the preschool is to ensure that all children achieve four broad desired results that have been defined as conditions of well-being for children:

- Children are personally and socially competent
- Children are effective learners
- Children show physical and motor competence
- Children are safe and healthy

To assist teaching staff in creating experiences that support these four (4) desired results, we utilize the Desired Results Developmental Profile (DRDP) to assess the development of each child. The assessment is also used to plan for, and conduct age and developmentally appropriate activities and learning experiences. A DRDP is completed on each child within the first sixty (60) days of enrollment and every six (6) months thereafter.
CLASSROOM PRACTICES

A daily routine and familiar schedule allow children opportunities to develop independence and have ownership over their experiences in the preschool classroom. Each classroom is organized with a predictable schedule that highlights the various tasks that children will have the opportunity to engage in. Children are provided with many choices during class time that encourages creative expression and development. Each classroom is equipped with open ended materials that the children can manipulate and utilize to enhance their experiences in areas such as art, dramatic play, building and constructing, science, social studies, literacy, and math.

Toys from Home
In a group environment the introduction of a child’s personal toys and games can cause complications with the process of learning to share. Our preschool classrooms are equipped with carefully selected equipment and materials for all children to interact with so there is no need for children to bring items from home.

Personal toys or electronic devices (iPads, tablets, etc.) are not permitted in the classroom. Items brought into the classroom will be collected and returned to the parent at the end of the day.

Curriculum
Children learn through their play and this play is what makes the learning experience at school exciting. To inform our curriculum and planning, we rely heavily on the interest of the children to provide them with experiences that will aide them in meeting the four desired results and being fully prepared for kindergarten. As a planning foundation in our preschool classrooms, we use the Creative Curriculum ® for Preschool. The curriculum balances both teacher-directed and child-initiated learning. The Creative Curriculum is aligned with the Desired Results Developmental Profile (DRDP). The DRDP is also utilized in the classroom to inform curriculum planning for the classroom as well as for individual children.

Planning
Various activities that support social/emotional, cognitive, physical/motor and health/safety are prepared on a weekly basis and included in the weekly lesson plan for parents to view. The lesson plan is a great tool to not only stay aware of what is taking place in the classroom, but also as a method of communication between parents and their child.

Portfolios are maintained for each student containing staff/teacher observations, art samples, dictations, and photographs.

NUTRITION

The Public Health Department and the Child Care Food Program (CCFP) have strict guidelines regarding the food served to children in childcare programs. The program provides well-balanced meals for enrolled children only. Children may not bring food from home for personal consumption. All children must eat their snack at the table, "family style" and under adult supervision. Any food or drink served by this program is not allowed to leave the classroom. A menu will be posted monthly for your reference.

We will follow all food handling procedures when serving meals. The knowledge and practice of safe food handling (hand washing and glove use) is mandatory for anyone working in food service. All foods prepared in class or food products brought to class must be in store bought packages that contain a list of ingredients.

Food Substitutions for Food Allergies
If your child has a food allergy, you must bring a note from the child’s doctor describing the food allergy and any dietary restrictions. In addition, if special snacks and/or accommodations are required, a medical authorization form must be completed and signed by the child's doctor (this form is available upon request). Due to the high number of children who are allergic to peanuts, the preschool classrooms are a "peanut free zone."

Special consideration for other dietary exceptions, or religious or cultural dietary requirements, will be handled on a case-by-case basis.
HEALTH AND SOCIAL SERVICES

Pertinent information for parents regarding medical services, social services, parent classes and trainings that are being offered, are posted on a parent information board that can be found in each classroom and/or on the district website.

Parents are also given a Health & Social Services form during the enrollment process and will be referred to the appropriate agencies as requested by the parent.

FAMILY PARTNERSHIPS

Family involvement is very important to the success of young children in our program. Families are always welcome to become involved in the preschool’s activities and provide their input into how the program is meeting the needs and developmental goals of their child. Opportunities for family involvement will be provided to families throughout the year and families are always welcome to seek opportunities for involvement by speaking with the teachers at their child’s school site.

Parent Advisory Committee (PAC)
The purpose of the PAC is to support program evaluation and provide input on services provided by the preschool. The PAC serves as an instrumental component of our program and meets at various times throughout the year to reflect and plan. Dates and times of PAC meetings will be posted at each site.

Conferences
Parent/Guardian and Teacher conferences take place in the fall and spring as a part of the on-going commitment to a strong working relationship between parents and teachers. Conferences allow teachers the opportunity to highlight the child’s strengths and abilities in the classroom, as well as discuss any areas of concerns or opportunities for growth. Notifications of parent/teacher conferences will be given to all families in advance with the scheduled date and time.

Parent Volunteers
Opportunities to volunteer in the classroom are abundant and provide an opportunity to contribute and share in the learning experiences of your child. Parents can become an honorable member of the teaching team by signing up to volunteer in the classroom. Each week, your child’s teacher will share opportunities for parent volunteers. Parents are encouraged to speak with their child’s teacher to give input on the weekly lesson plan. Parent volunteers can participate in the classroom or complete activities and tasks at home.

- Parents wishing to volunteer in the classroom or classroom activities (on or off site):
  - Must have a current TB clearance dated within one (1) year and the following immunizations: Pertussis, MMR, and Influenza (SB 792). Chest x-rays must be dated within four (4) years,
  - Must make other childcare arrangements for siblings not enrolled in the program. Only children enrolled 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. Sandals, high heels, dangling/excessive jewelry should not be worn.

As an honorable member of the teaching team, it’s important to model the behaviors that the preschool 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.

COMMUNITY PARTNERSHIPS

As a part of CUSD, the preschool program has the opportunity to develop partnerships with various departments and services within the District in addition to various organizations throughout the community. The preschool program has been very fortunate for the donations and offers for assistance that derives from these partnerships and is always
looking for opportunities to develop new partnerships. Families are welcome to share information on community organizations they feel would be beneficial to the mission of the preschool program with their child’s teachers or the Child Development Program office.

PROGRAM SELF EVALUATION

The State Preschool program uses the Desired Results system implemented by the California Department of Education to aid us in evaluating our program operations and the services provided to ensure quality programming and environments for children, staff, and families. The Desired Results system uses the following tools to evaluate the program:

- 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 for feedback on the program, on how the program helps to support their child’s learning and development, as well as how the program is meeting the needs of the family
- 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
- The program self-evaluation annual report is used to summarize findings and is shared with the CUSD board, program staff and parents

HEALTH AND SAFETY

If a child has any allergies, seizures, or other health issues, it is important that the teacher and office personnel are notified by the parent. Anything that could influence your child’s behavior or could have side effects is important for us to know about if treatment or specialized care is required.

Physical Exam and Immunizations

It is important for your preschool child to start his/her school career off right with a physical exam. Completed physicals and immunizations must be turned in to the office at the time of enrollment. If your child’s immunizations have been delayed, you must bring in a note stating the delay and expected scheduled immunization dates from the child’s primary physician. State licensing regulations requires that your child's immunizations are up to date and current. An official copy of your child’s immunization card/history will be required upon enrollment and according to the immunization schedule that is set forth by the Center for Disease Control. No child will be enrolled unless an immunization record is presented, and immunizations are up to date.

Daily Health Checks and Exclusion

Children who are sick must stay home. Since most get sick several times a year, it is important to make plans for someone take care of them when they cannot attend school due to illness.

Our teachers conduct a daily health check as required by Community Care Licensing prior to accepting your child during drop off and will not allow a sick child to stay at school. These daily health checks allow staff an opportunity to check each child for any potential illness. It also allows time for communication between parents and staff to discuss how the child has been feeling and whether there has been an exposure to any contagious illnesses.

Children will be sent home if they have any of the following signs/symptoms of illness:

- Fever (100°F or above)
- Vomiting
- Non-clear nasal discharge
- Inability to participate in regular classroom routines
- Excessive wheezing
- Head lice
- Severe cough
- Red or draining eyes
- Mouth sores
- Diarrhea
- Undiagnosed rash
- Complaints of severe pain
• If a child is noticeably tired and/or not feeling well and needing one-on-one care

If your child is sent home, you must pick them up within an hour of being notified.

Notify the staff immediately if your child has a communicable illness so we can alert other parents. We will post a sign that includes the symptoms to watch for, and how to care for your child if he/she has been exposed to a communicable illness. Children that have been sent home or have been absent with a communicable illness must be cleared by a doctor before re-admittance.

Please call the teacher the first day that your child is sick. Children who have a temperature (100 or above), vomiting or diarrhea must be symptom free for 24 hours before returning to school. To protect the health of all children, families and staff, gloves will be worn whenever blood or bodily fluids are apparent.

A doctor’s excuse may be required before re-admittance to the program if a child has been out three (3) or more consecutive days.

Medication
Please do not send medication of any type to school with your child. If your child has a prescription that must be given during school hours you must notify the Lead Teacher prior to leaving the medication at school. The appropriate paperwork can be obtained from site staff and must be filled out by the parent/legal guardian and the doctor. Medication can only be given when the Medication Authorization Request form is completed and signed by the child’s physician and parent/guardian.

Prescription medication: Must be in its original container and properly labeled by the pharmacy with the child’s name, physician’s name, name of medicine, issue date, dosage, and directions for administration and storage.
Non-prescription medication: No over-the-counter medicine (aspirin, cough syrup, etc.) may be given at school.

Accident/Emergencies
In the event of a medical illness, injury, head injury, or dental emergency, preschool staff will call the child’s parent or guardian to obtain instructions regarding action to be taken. If a parent cannot be reached the staff shall obtain emergency medical care. Staff will administer first aid to children that have sustained a less serious injury which does not require immediate medical attention. Parents will be notified of less serious injuries when the child is picked up at the end of the school day.

Emergency Contacts
In the event of an emergency, it is important that school staff can contact parents or guardians. Please keep your local phone number and your emergency numbers up to date. If an emergency arises with your child, we must be able to reach you, or someone on your list of emergency contacts, immediately. People that are listed on your emergency contact form must be 18 years of age or older and live locally. Anyone included on your emergency contact form should be notified of their responsibility to pick up your child in case of an emergency or illness. Your child can only be released to the people that are listed on the emergency form. We will ask for picture identification if the staff member does not know the person picking up the child. If no one on the emergency form can be reached the child may be released to the Claremont Police Department in an emergency.

Safety
The safety of the children, families and staff within the program is of utmost importance. If at any time you are concerned about safety within our program, please speak to the Lead Teacher or call the Child Development Program office.

You can help us maintain a safe environment by:

- Sending your child to school ready to play. Clothes should be casual and washable with no loose ends.
- Children should be able to adjust their own clothing to use the restroom. Children must be toilet trained (no pull-ups) to attend preschool unless the need for diapering is due to a disability.
- Shoes should be closed toe, have backs or heel straps and non-slick soles. For your child’s safety, we prefer tennis shoes.
Clearly mark clothing that your child removes (sweaters, jackets, rainwear, etc.) with your child's name. Please leave a change of clothing at school for use in case of an accident or emergency.

Do not block a driveway or along the painted spaces that are marked on the curb at your school. This space is for student drop off and pick up. The teacher will notify you of parking restrictions at your school.

Please do not leave children unattended in your car at any time, especially in hot weather.

Park your car and walk your child by the hand to and from the classroom.

We encourage ALL adults to use the "Hand In Hand" policy when dropping off and picking up your child - Always hold you student's hand when escorting them to and from the classroom.

**Disaster/Emergency Preparedness**

An Emergency Disaster Plan has been established for the preschool programs and includes earthquake and fire drills. A current Emergency Disaster Plan can be found posted in the preschool classroom.

In the event of a major disaster, we follow the school policy for a signed release of all children. Children will be assembled in a designated area and released from that area to a parent/guardian or other adult listed as an authorized pickup. Parents/guardians/other authorized adults should go to the designated area to pick up and sign their child out.

In the event of an emergency, each school site has emergency supplies onsite.

**CONFIDENTIALITY**

Child Development Staff respects the privacy of every parent and child. Any information regarding parents or children may only be shared confidentially with staff members that are directly involved with that family.

**NON-DISCRIMINATION STATEMENT**

It shall be the policy of the Claremont Unified School District's Child Development Program not to discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code.

**COMPLAINT AND FAIR HEARING PROCESS**

The District has established a Uniform Community/Parent Complaint procedure to handle problems in all of the schools including the Child Development Program.

The Board of Education encourages everyone to solve problems as early and as informally as possible. It is advised that a conversation begins with the person directly responsible for the situation. This may be the classroom teacher. Talk about the problem and offer suggestions that you think would help to resolve the issue. Listen to the other person's suggestions and establish whether or not you can come to an agreement about next steps. Sometimes someone who isn't directly involved in the situation can be of help. If you both agree, you can ask an administrator or a third party to join your discussion. All complaints will be handled in a way that protects the confidentiality of children, parents, employees and others involved. You may ask for an interpreter if having one will help make communication clearer.

In the event that a resolution was not reached on the informal level, a formal complaint may be filed with the office of the Assistant Superintendent, Human Resources. The procedure for all complaints provide for mediation (optional) or investigation of the complaint within 60 days from the date that the formal complaint was received.

**REPORTING SUSPECTED CHILD ABUSE and/or NEGLECT**

As designated mandated reporters, all CUSD employees are required by law to report suspected incidences of child abuse and/or neglect. Staff is directed not to disclose to parents when a suspected child abuse/neglect report has
Our program refrains from religious instruction, rituals, and worship. As required by California Penal Code sections 11164, 11165.7, 11166, and 11166.2, teachers, instructional aides, teacher’s aides or assistants, classified employees, administrative officers or supervisors, and athletic coaches or supervisors must immediately or as soon as practically possible report known or suspected instances of child abuse and/or neglect. The reporter shall also send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to the agency to which he/she makes a telephone report. Reports are investigated by that agency and are strictly confidential. Failure to report within 36 hours is a misdemeanor. The intent and purpose of this article is to protect children from abuse and/or neglect.

**RELIGIOUS INSTRUCTION**
Our program refrains from religious instruction, rituals, and worship.

**COMMUNITY CARE LICENSING**
The Preschool programs are licensed by the 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 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 online at [www.ccll.ca.gov](http://www.ccll.ca.gov)

**OPEN DOOR POLICY**
The preschool program has an open-door policy. We welcome and encourage parents 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 child/ren is receiving care, without advance notice to the provider. Entry and inspection is limited to the normal operating hours while their child/ren 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:
   1. The parent/guardian is behaving in such a way which poses a risk to children in the facility.
   2. 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.

**STAFF QUALIFICATIONS and RATIOS**
The preschool program is dedicated to providing a quality early learning experience for all children enrolled in our program. We hire qualified staff and ensure they hold the appropriate credential/permit required by the State of California. To ensure best practices in our hiring and training processes:

- New employees are provided an orientation to become familiar with their respective job description as it relates to the preschool.
• Continuous and ongoing professional staff development is provided yearly, topics may include curriculum development, classroom management, child/parent relations and developmental support for the child.
• All staff members are evaluated and provided coaching opportunities throughout the year.
• Staff is provided with information necessary to carry out their respective duties via our internal communication mechanisms which include email, phone and on-site visits.
• Every staff member maintains a current certification in Pediatric CPR and First Aid, as well as having undergone a criminal background check and TB clearance prior to employment.

Adult to child ratios of one (1) adult per eight (8) students, as specified by the California Administrative Code, allow the teaching team greater opportunities to connect with children on an individual basis, provide extended support and provide a higher level of active supervision both indoors and outdoors.

STATE PRESCHOOL – ADMISSIONS

Eligibility
To receive California State Preschool Program (CSPP) services, children should be three or four years old, as set forth in CDE regulations. A child must also live in the State of California while services are being provided. Families are ranked by eligibility factors for subsidized care. Admission priorities and eligibility ranking are as follows:

a. First priority: three- or four-year-olds who are recipients of child protective services (CPS), or who are determined to be at-risk of neglect, abuse, or exploitation.

b. Second priority: eligible four-year-old children who are not enrolled in transitional kindergarten in ranking order.

c. Third priority: Eligible three-year old children in ranking order.

Eligibility for CSPP is based on documentation and verification as follows:

• Current aid recipient
• Income eligible
• Experiencing homelessness
• Child Protective Services

After all, otherwise eligible children have been enrolled, we may enroll the following children in the order listed:

1. Children from families whose income is no more than 15 percent above the eligibility income threshold (limited to 10 percent of all enrolled children)

2. Children with exceptional needs as defined in EC Section 8208, may be enrolled, regardless of family’s income. Priority shall be given to four-year-olds before three-year-olds.

Income
Income is defined to include all income of the individuals counted in the family size. CUSD State Preschool Program reserves the right to ask for additional documentation to verify income. Income documentation (check stubs) is for the month preceding initial certification. You will need to provide a release authorizing the preschool to contact your employer. You will be required to provide self-certification of any income for which no documentation is possible. If you are self-employed the following types of documentation will be necessary in order to determine income:

• Letter from source of income
• A copy of the most recently signed and completed tax return with a statement of current estimated income for tax purposes, or
• Other business records, such as ledgers, receipts of business logs
• Current bank statements
• Self-certification of income
Homelessness
If the basis of eligibility as specified in Education Code section 8263(a) (1) is homelessness, documentation of homelessness shall include:
   (a) A written referral from an emergency shelter or other legal, medical, social service agency local educational agency liaison for children and youth experiencing homelessness; or
   (b) A written parental declaration that the family is homeless and a statement describing the family's current living situation.

Child Protective Services
If the child is under Child Protective Services (CPS), a written referral dated within six months of application for services will be required, the referral shall include:
   (a) A statement from a local county welfare department, child protective services that the child is receiving services and that early learning and care services are a necessary component of the (CPS) service plan;
   (b) Probable duration of the CPS Service Plan or at-risk situation; and
   (c) Name, address, phone number and signature of the legally qualified professional who is making the referral.

Documentation of Family Size
Parents must provide supporting documentation regarding the number of children and parents in the family.

Supporting documentation for the number of children shall be at least ONE of the following:
   • Birth Certificate
   • Child custody court orders
   • Adoption documents
   • Foster care placement records
   • School or medical records
   • County welfare department records
   • Other reliable documentation that indicates the relationship of the child to the parent

Enrollment Process
Admission is based on the eligibility of families as stated above. After capacity has been reached, a waiting list will be implemented.

Admission policy:
   • Families will be informed of the paperwork they are to bring and provided an outline of required documentation at the time of completing an Intake Form (i.e. original birth certificate, proof of residency, immunization records, etc.)
   • Once families have gathered all required documentation, a certification appointment can be requested to meet with the account clerk and complete the registration process.
   • Families are responsible for providing all necessary documents

Any changes: e.g., family home address, parents and/or emergency contact persons’ telephone numbers, etc. must be reported to the Child Development Program office within five (5) days of the occurrence date. Families must report within 30 calendar days, changes to ongoing income that cause their adjusted monthly income, adjusted for family size to exceed ongoing income eligibility.

Parents shall be presented with the following information/forms during and/or after enrollment:
   • CDP Program Registration Form
   • Notification of Parents Rights Form (LIC 995)
   • Personal Rights Form (LIC 613A)
   • Child’s Preadmission Health History – Parent’s Report (LIC 702)
The use or disclosure of information pertaining to the child or the child’s family shall be restricted to purposes directly related to the administration of the program. Review of the basic data file by child’s parent(s) or their authorized representative shall be permitted upon request and during CDP office hours (per Title 5(b) 18117).

Appeals Process
If the parent(s) do not agree with the Notice of Action, they may appeal the intended action. Specific instructions are described on the reverse side of the Notice of Action.

FEE-BASED ADMISSIONS
Applications for fee-based children to attend the Preschool Inclusion Program will be accepted on a first come basis. All applicants must meet the criteria listed below prior to enrollment in the Preschool Inclusion Program.

Requirements:
- Children must be three years of age prior to their start date.
- Proof of age eligibility is based on official birth certificate.
- Priority enrollment is given to families residing within the Claremont Unified School District attendance boundaries.

Enrollment Process
Admission is based on the eligibility of families as stated above. After capacity has been reached, a waiting list will be implemented.

Admission policy:
- Families will be informed of the paperwork they are to bring and provided an outline of required documentation at the time of completing an Intake Form (i.e. original birth certificate, proof of residency, Immunization records, etc.)
- Once families have gathered all required documentation, an enrollment appointment can be requested to meet with the account clerk and complete the registration process.

Parent Fees at Mountain View
The Preschool Inclusion Program is a parent fee-based program that requires parents to pay a fee unless their child is receiving placement directly through the Special Education Department or qualified under state preschool regulations. At the time of enrollment, parents are assessed a registration fee in the amount of $75. Thereafter, parents will be charged a monthly tuition fee based on the daily rate of $30.87, annualized into ten (10) equal installments. It’s important for parents to ensure that their fee is paid on time.

Fees:
- Fees must be paid according to the Parent-Fee Payment Schedule
- Fees shall be considered delinquent after seven (7) calendar days from the date they are due
- Payments must be made at the CDP office if paying with cash. Check and money order payments can be left at the preschool classroom
- All returned check payments must be made in cash, cashier’s check or money order
- All returned checks will be assessed an additional fee of $15
After two (2) returned checks, all future payments will have to be made in cash or money order.

**TERMINATION of SERVICES**
A child may be terminated from the Child Development Program for any of the following reasons:
1. A parent/guardian intentionally makes a false statement on any document filed for the child’s admission or retention in the program.
2. Inappropriate behavior by the parent/representative which disrupts the program. This includes, but is not limited to, the following: disorderly conduct, verbal abuse, or profanity by the parent/representative toward the staff, child and/or any other persons present at the school site.
3. Any behaviors causing harm to elf, other children and/or staff
4. Excessive late pick-ups, tardiness, or absenteeism
5. If it is determined that the program cannot reasonably meet the needs of the parent and/or child.

**ATTENDANCE**
It is extremely important that your children attend the program regularly and arrive on time. Tardiness, irregular attendance, or excessive absenteeism may result in your child being terminated from the program.

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 enough time to build positive relationships with peers, explore classroom materials, and expand on their knowledge of the world around them.

**School Closures**
Please refer to the CUSD school calendar for all school closure dates.

**Absence Procedures**
If your child will be absent from the program, for any reason, please give the classroom a call prior to the start of your child’s classroom session (AM or PM). If your child will be out consecutively for 3 or more days due to illness, a doctor’s note may be required upon the child’s return. A parent/guardian is to notify the classroom staff when their child is absent for any reason. When your child returns, the parent must fill in the reason for all absences on the sign-in/sign-out sheet and sign it with your full name (writing the word "personal" is not acceptable).

Excessive absenteeism (10 days or more in one year, other than for illness) or irregular attendance may cause your child to be dropped from the program.

**Types of absences**
The following are considered **excused absences**:

- **Illness**: any illness or quarantine of the child or parent.
- **Court Order/Visitation**: required court appearance or court ordered visitation. Court documentation is required for the student file.
- **Best Interest Day**: is a visit with a family member, a need to be with parent for a day, religious activities or a vacation. There is a limit of ten (10) best interest days per school year (August-June).
- **Family Emergency**: is a death in the family, illness of immediate family member, household crisis, weather conditions, , no transportation, change of residence; public agency appointment.

**Unexcused Absence**:
Is any absence not defined under excused absence. Some examples of an unexcused absence are being up late, child did not feel like coming, etc. Enrollment in the program may be terminated if your child’s unexcused absences exceed five (5) days per school year (August-June).
Sign In and Out Procedures
The attendance sheet is a legal document. Only those persons, 18 years of age or older, are permitted to drop off or pick up a child from the program. All children must be signed in and out on a daily basis. Upon arrival the child must be walked to the classroom to be signed in. The sign in process will require that you do so in pen and by indicating your full name and the actual time of drop-off. This procedure will be the same when arriving to pick your child up at the end of the day. Please do not sign your child out when you sign in. Make sure a staff member is aware that you are dropping off or picking up your child. Only children of enrolled families are permitted in the classroom.

Children are to be under direct supervision of an adult at all times; this includes visual observation. When dropping off and picking up your child, please do not allow them to roam the grounds of the preschool/campus or leave them in the classroom or yard unattended. Siblings or children other than those enrolled in the program, must be supervised by the parent/guardian and are the responsibility of the parent/guardian.

Drop-Off Procedures
For your child to fully benefit from the program, please drop your child off promptly at the start of class and pick him/her up on time. If you bring your child to class late five (5) times or more in a school year, this may result in your child's termination from the program. The person signing your child in must be listed as an authorized person on the registration form. Children will only be accepted from those persons listed as authorized on the registration form.

Pick-Up Procedures
The person signing the child out must be listed as an authorized person on the registration form. Children will be released only to those persons listed as authorized on the registration form. Please keep the contact information current. No child is allowed to leave the site alone under any circumstance.

For the safety of all children, a valid Photo ID will be required of any adult that intends to remove children from the program. Parents are advised to always have their photo ID on them when they arrive to pick up their child. During the year, new staff or substitutes may not know the adult picking up your child and may request a photo ID. It is also advisable to notify the persons listed as an authorized pick up of the need to bring with them a valid photo ID. If an unauthorized person should arrive to pick up a child, the parent will be called immediately, and the child will not be released. If necessary, Claremont Police will be called.

If a parent or other authorized person arrives to pick up a child and appears to be under the influence of drugs or alcohol, or seems incapable of getting your child home safely, program staff will make an attempt to call someone from the child’s emergency list to pick up the child; if necessary, Claremont Police will be called. A child will not be released to any person under the influence of alcohol or drugs.

If any individual will be helping/assisting you by bringing and picking up your child, please share the sign in and sign out information with them. In order for your child to be released to them we must have their current information on the registration form. Any changes to the persons listed on the authorized list must be made by the parent/guardian in person and in writing.

Late Pick-Up Procedures
It is important to your child’s sense of security that you arrive to pick up on time. Please notify the teacher/classroom if you know you are going to be late in arriving or picking up your child. There is no grace period provided to families, and families are expected to be at the school site and in line at dismissal. Families are considered late when they arrive and there are no other parents waiting in line to sign a child out.

If after the third incident, a parent/guardian fails to pick up a child by the scheduled time, the parent will receive a Notice of Action of possible termination. A parent/guardian will be required to meet with the Child Development Program Director and your child may be subject to termination from the program.
Fee based families who arrive late will be issued a late pick up notice and will be billed a per child late fee of $10.00 every 15 minutes.

**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. 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.

**SPECIAL EDUCATION**
The school district provides various special education and related services for children who are eligible and have an active Individual Education Plan (IEP). CUSD provides special education placement and services for children who reside within the Claremont Unified School District boundaries. Students not residing within the district boundaries will need to consult with the special education department within their district of residence.

**DISCIPLINE**
It is our belief that the purpose of discipline is to guide and teach respectful, positive, and responsible behavior for all children. Children can learn emotional regulation and self-discipline through constant positive reinforcement and positive redirection.

Staff members will:
- Recognize all children as individuals by treating each person with respect. There is no yelling, name-calling, shaming, or 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 may 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.

If unacceptable behavior continues, staff will:
- Contact the parents/guardian and communicate the continuing problem.
- Set an appointment for a problem-solving conference.
- Establish a plan of action (contract) with the parent and child to correct the problem.
- Request outside help should a second conference be required.
- Write and sign a behavior contract that defines terms of exclusion or disenrollment.
- Refer families to other potentially appropriate placements.

California Education Code Section 48910 allows a child to be suspended from the classroom for any of the acts enumerated in Section 48900 ([http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=48900](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=48900)).

If a problem continues, you will be asked to pick up your child or make arrangements for your child to be picked up as soon as possible. A child may be excluded from the program if he or she hurts other children, presents a real danger to self, and/or other children, and/or staff.