

La Mesa-Spring Valley Schools



State Preschool Program

PARENT HANDBOOK

Preschool Office
4811 Glen Street (Room 1)
La Mesa, CA 91941

IMPORTANT NOTICE FOR THE 2021-2022 SCHOOL YEAR

As we continue with COVID-19 safety measures, we will continue to update you on policies in place to ensure the safety of the entire LMSV community. We ask that everyone follow safety guidelines that will be shared during the mandatory parent orientation meetings and throughout the year via newsletters, emails and NTI phone messages.

Preschool Parent Handbook

We welcome you and your child to our State Preschool Program

Your child's teacher will be _____

The preschool room number is _____

Important telephone numbers

• School _____

• Classroom _____

Preschool Office (619) 771-6082

State Preschools are located at:

Avondale Elementary

8401 Stansbury Street, SV 91977
#376600515

La Presa Elementary

519 La Presa Ave., SV 91977
#376600177

Bancroft Elementary

8805 Tyler Street, SV 91977
#376700372

Rancho Elementary

8845 Noeline Avenue, SV 91977
#370806360

Kempton Early Literacy

740 Kempton St, SV 91977
#376701229

Sweetwater Springs Elementary

10129 Austin Dr. SV 91977
#376700483

La Mesa Dale Elementary

4370 Parks, LM 91941
#376600883
CDE Certified License Exempt

Open Door Policy

As stated in the Child Care Center Notice of Parents Rights (LIC 995): Parents/Guardians have the right to enter and inspect the childcare center without advance notice whenever children are being cared for.

The La Mesa-Spring Valley School District is committed to equal opportunity for all individuals in education programs, activities and employment. The District prohibits discrimination, harassment, intimidation or bullying based on actual or perceived race, color, ancestry, national origin, nationality, ethnic group identification, ethnicity, age, religion, marital or parent status, disability, sex, sexual orientation, gender, gender identity, gender expression or association with a person or group with one or more of these actual or perceived characteristics.

District policies and procedures regarding Uniform Complaint Procedures, discrimination, sexual harassment, and Title IX can be found on the District website at www.lmsvschools.org. All questions related to discrimination, equity and Title IX can be directed to the District Compliance Officer: Director of Student Supports, 4750 Date Ave., La Mesa CA 91942. Phone 619-668-5700.

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Welcome to La Mesa-Spring Valley Schools Where Our Focus Is 'Every Child Learning Every Day'

Welcome/Philosophy

Welcome to the La Mesa-Spring Valley School District State Preschool Program. We strive for excellence in our State Preschool Program and believe that within a quality program all children will succeed. Our goal is to create learning environments where children feel safe and cared for under the program expectations of: We are safe and healthy. We are kind. We are respectful. We focus on developing early language and literacy skills, cognitive, self-help, social, emotional and physical growth. Teachers provide a variety of activities to effectively guide learning. The curriculum is balanced between teacher-initiated and child-initiated learning activities which accommodate a wide range of abilities and learning styles.



Communication is a vital part of our Preschool Program. You will receive monthly calendars, newsletters, flyers, and phone calls to inform you of activities and events. If you have a concern regarding your child, please make an appointment to conference with your child's teacher or Program Manager. We will be happy to work with you to ensure a positive educational experience for your child, and for you.

Admission Criteria

The La Mesa-Spring Valley School District State Preschool program provides services to eligible children regardless of gender, race, religion, ethnicity, or physical handicap. No program is used in whole or in part for religious worship or instruction. Programs are licensed through the California Department of Social Services, Community Care Licensing and adhere to all quality standards required by the California Department of Education, Early Education and Support Division. Children are enrolled on the basis of priority established and monitored by the State of California. Priority is given to three- and four-year-old children identified as abused, neglected, or at risk of being abused or neglected. The next priority is given to children who meet income requirements set by the Department of Education and who turn four years old by September 1 of the current school year. Third priority shall go to other eligible three-year-old children.

Parent Rights

Parents will be given a Notice of Action form upon enrollment certification and for any change thereafter. If a parent does not agree with the action stated on the Notice of Action, an appeal process is available. The appeal process is explained on the back side of the Notice of Action.

Immunizations and Physical Examinations

At the time of enrollment, all children are required to have up-to-date immunizations (SB 277) that include:

- 4 DTP
- 3 Polio
- 1 MMR
- 1 HIB (on or after child's first birthday)
- 3 Hepatitis B
- 1 Varicella

A written medical assessment must be completed by a licensed physician prior to or within 30 calendar days of enrollment in the preschool program. This assessment must include a tuberculosis risk assessment or if the physician deems necessary a result of a test for tuberculosis. This is required by the State Department of Education. For your convenience, the Preschool office will furnish you a list of providers of physical examinations under the CHDP (Child Health and Disability Prevention Program).

Emergency Information

Student records must be accurate and up-to-date. All family records and information are confidential and are kept in a secure location. Your cooperation in filling out the health and emergency cards at the beginning of the school year and updating them as needed will help us to keep our records up to date and ensure the safety of your child. It is extremely important that we have your current address and phone number in case we need to reach you regarding your child.

Please inform teachers and staff of any changes or special conditions regarding phone numbers, address, custody arrangements, emergency numbers, babysitters, health conditions, or legal actions (i.e., restraining orders), etc. We cannot prevent any parent from removing his or her child from the preschool if there is no court order on file. If there is a court order restricting a parent from visiting or picking up their child, then a copy of the court order must be provided to the preschool office, which will be placed into the child's confidential file.

Program

School Year

The State Preschool Program follows the calendar established by the La Mesa-Spring Valley School District.



School Day

The State Preschool Program is a three-hour program, provided five days a week, Monday through Friday.

Lunch

Lunch is provided through the school District's Child Nutrition Program and meets the nutrition recommendations of the U.S. Dietary Guidelines for America. All State Preschool students are provided lunch at no cost to families. Preschool staff will encourage children to serve themselves meals under supervision.

They will observe and support children's eating habits and hunger/fullness cues. Nutrition education will be offered to children that include hands-on activities based on the children's developmental stage. A lunch menu will be posted at the beginning of every month and is available to view on the district website (lmsvsd.org).

Classroom Celebrations, Holidays and Birthdays

Celebrations can be an important part of our school community. Teachers work with parents to plan classroom events that help to develop deep friendships. Students are introduced to the sights and sounds of the seasons and have seasonal celebrations for Fall, Winter, Spring, and Summer. Teachers rely on parents to assist in the planning of these events. For the safety of your child, we have a strict policy regarding the food served at these events. All food items to be consumed by students MUST be store bought and packaged, with an ingredients list. All foods served to students are to be of high nutritional value. No homemade items or candy may be served. Our program suggests you bring a non-food treat for all children on your child's birthday (donate a book to the class, stickers, pencil).



We want to be sensitive to you and your child's culture and home values. Please notify the teacher or the program coordinator whether or not you celebrate holidays or activities that make you or your child feel uncomfortable. The teacher can make adjustments to include all children.

Policies and Procedures

Attendance

It is the parent's responsibility to bring their child to school and pick him/her up on time every day and to participate in all program components. Regular attendance by a child enrolled in the State Preschool Program is crucial for successful learning. Children are expected to maintain regular attendance. If your child is going to be absent from school, inform your child's teacher or call the Preschool office (619-771-6082). When your child returns to school after an absence, the parent or guardian must complete and sign an Absence Verification Form stating the reason for the absence.

Below are examples of the 3 types of absences:

Excused Absences:	<ul style="list-style-type: none">• Child or parent illness; Child or parent medical appointment• Court order visitation (Court order documentation on file with the program is required)• Quarantine• Attendance at a funeral for an immediate family member: mother, father, grandmother, grandfather, brother, sister or any relative living in the student's immediate household. Limited to three days.
Best Interest of the Child:	<ul style="list-style-type: none">• Special day with parent• Personal• Religious observation• Vacation• Severe Weather Conditions/Natural Disaster• Transportation Problems
Unexcused Absences:	<ul style="list-style-type: none">• Child did not feel like coming to school• Parent or child overslept

Late Arrival / Late Pick-Up

It is very important to bring your child to school on time. Preschool is the foundation of life-long learning. When children arrive late, they have missed out on many opportunities. Other students are affected because of the interruption to the teacher and class. Please make your child's education your first priority. Anyone arriving at school 5 or more minutes late is considered tardy.

It is the parent's responsibility to ensure that the child is picked up at dismissal. We are not able to provide additional supervision for extended care. Repeated instances of late pick-up may be the grounds for disenrollment. Please be considerate of our teaching staff.

Signing In and Out

For safety purposes, licensing requires that all children must be brought into the classroom by a Parent/Guardian or authorized adult and must be signed in and out DAILY with a full legible signature. No one under the age of 18 will be allowed to sign your child in and out.

If you are sending another adult (not listed on the emergency card) to pick up your child, you must send a note (in advance) signed by you, authorizing the release of your child to the person named, or you may call the classroom and give the name of the person picking up your child. Adults, other than custodial parents, will be asked to show a picture I.D. for pick up. Please inform the person picking your child up that he/she must provide proper I.D. (with picture).

If anyone other than the student's custodial parent is picking up a student prior to the end of the school day, BOTH of the following conditions must be met:

- The person picking up the student must be listed as an emergency contact on the emergency card.
- The custodial parent must deliver a signed, dated letter notifying the office as to which emergency contact will be picking up the student and the date and time of that pick-up.

When signing your child in/out, parents/guardians are encouraged to check for messages in the child's mailbox and to take notice of important information that is posted by the teacher.



Emergencies and Disasters

In case of a disaster, staff is responsible for keeping your child safe and protected. All children are instructed on what to do in case of an emergency (fire, earthquake, disaster drills and exiting the classroom to a safe location are practiced monthly).

In case of an emergency or natural disaster:

- No child will be allowed to leave with another person, not even a relative or babysitter, unless we have written permission from the parent or that person is listed on the child's emergency form. Adults must provide photo identification.
- Children will be guided to the safest location for protection. If the building is not safe to re-enter, the class will move to a safer place.
- Make sure the adults you list as emergency contacts know that we will call them in case of an emergency if we are unable to locate you.
- All parents or authorized adults, who are coming to pick up children, must sign them out at the 'Family Reunion' location, which will be set up in an emergency.
- It is very important to keep your child's emergency contact information up to date. If your phone number or your emergency contacts change, please advise your teacher immediately.

Health and Safety

Parents can help to develop good health habits by:

1. Sending child to school clean and groomed.
2. Reminding child to wash hands before and after meals and to brush teeth regularly.
3. Reminding child to wash hands after using the toilet.
4. Establish good sleeping habits.
5. Establish healthy eating habits.

Toileting

Please dress your child in clothing he/she can manipulate on their own. Please practice belts, hooks, zippers, etc. with your child. The preschool staff will handle some toileting accidents. Please send a change of clothing for occasional accidents; label with child's name. If your child has an accident, the staff will use your extra clothing to keep your child comfortable and send the soiled clothing home. Please be prompt in returning the clothing. If your child has a bowel movement accident, the parent or emergency contact person may be called on to assist and change the child.



Illness

The teacher will determine if any children are ill or contagious per community care licensing guidelines (CR 101226.1). A child who is ill or contagious cannot be accepted in the classroom to ensure good health for everyone. If your child has a fever or displays other symptoms of illness while at school, you will be notified to pick him/her up. A child must be free of a fever without medication for 24 hours before returning to school. A child must also remain at home until free of diarrhea for 24 hours. Children who vomit during the night or in the early morning should stay at home until free of symptoms for 24 hours. Please keep your child home if there is evidence of any of the following:

1. Cold-first 1–3 days; longer if persistent coughing, fever or other symptoms are present
2. Fever-until fever free for a full 24 hours
3. Vomiting-until vomiting has not occurred for a full 24 hours
4. Diarrhea and/or upset stomach-until child is symptom free for a full 24 hours
5. Contagious disease including, but not limited to: measles, mumps, chicken pox, rashes, impetigo, conjunctivitis (pink eye), head lice, and scabies
6. Green or yellow discharge from nose and eyes or any discharge from ears

Allergies/Medical Conditions

All diagnosed allergies and medical conditions must be documented in child's file and each staff person responsible for supervising the child must be notified. It is the parent/guardian's responsibility to inform the staff at the time of enrollment and the child's teacher of any and all known (potentially harmful) allergies or medical conditions (asthma, diabetes, seizures, etc.).

Medication

Parents are encouraged to arrange necessary medication doses before and after school. If medication is required during school, parents and a physician must complete specific forms. Please contact the teacher, who will direct you to the school health technician, if your child needs medication during the school day. Medication can be administered only under the following conditions:

1. Each container of medication must be in the original prescription container and be accompanied by the district form, to be filled out by the prescribing physician and signed by the parent. This includes over the counter medication.
2. Since we share with you the responsibility of protecting the health of the children, we ask you to inform us if your child has been exposed to or has a communicable disease.

Parking and Traffic Control

Parking and traffic control is a considerable safety concern. All parents must park in designated parking spaces. Adults must hold children's hands at all times as they walk their children from the parking lot and to school. Always use a car seat. It is illegal to leave a child unattended in a vehicle for any period of time or to park in a handicapped parking space without a disabled person's placard displayed. Parking is not permitted in the bus zone or in the handicapped spaces without a placard.

Visitors

Any visitor to the classroom must follow the school site procedures. Visitors must register at the school office. To ensure minimum interruption of the class, the visit should first be arranged with the teacher. If a conference is desired, an appointment should be made with the teacher before or after school.



Clothing

Play clothes are appropriate for everyday dress. Preschool includes activities that require clothing to be washable, comfortable, and able to withstand occasional paint stains, and appropriate for physical activity. Preschool activities are often 'messy' and it is an important part of the child's development. Mark all coats, sweaters, and jackets with your child's name. For safety reasons, strapless back or open toe shoes may not be worn.

Mandated Reporting

Each staff member is obligated by law to report to the Department of Social Services any injury to any child that requires medical treatment of any unusual incidents or student absence, which threatens the physical or emotional health or safety of any child. They are also required by law to report any suspected physical or psychological abuse of any child. All such suspected abuse will be reported to Child Protective Services without notification of the parents. The Department of Social Services has the authority to interview children or staff without prior consent. The Department of Social Services has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours (101200(b)(1)(c)(1)).

State Licensing

The La Mesa-Spring Valley State Preschool Program is licensed by the State of California and will comply with the regulations of the Community Care Licensing Division. The Community Care Licensing Division, California Department of Education Early Learning and Care Division and the State Fire Marshal will conduct periodic inspections to ensure the program meets or exceeds the standards.

If you wish to inquire into our license:

Community Care Licensing Division
7575 Metropolitan Drive, Suite 110
San Diego, CA 92108-4402
(619) 767-2200



Special Services / Family Support

The State Preschool Program strives to support families as we work together to prepare children for kindergarten and lifelong learning. The Preschool Program provides daily health checks by staff, a dental screening, and a hearing and vision screening. At times, families may encounter circumstances that affect their ability to support their child. Upon admission to the Preschool Program, every family is given a list of community agencies and service organizations that may assist in areas such as accessing health services or insurance, child care, parent education, family or child counseling, homelessness, etc. Families are encouraged to talk to their child's teacher or call the Preschool Office for additional information on how to find support or resources through the school district or community. If you suspect your child has learning, behavior, or developmental concerns, the Preschool Program can help arrange for you to meet with a school psychologist and/or a speech and language specialist.

Parent Involvement

Parent/Family Volunteers

Parents are a child's first and most important teacher. Parent involvement is an essential part of the State Preschool Program. Active involvement promotes a closer relationship with young children, and interactions between teacher and parent are likely to produce the greatest benefit for the child. Enrollment and participating in the State Preschool Program requires you to assist in the preschool program for a minimum of two (2) days every month (you will need an updated tuberculosis test or a clearance from a physician, evidence of immunization against influenza, pertussis and measles). Volunteers must be over age 18. Sorry, no siblings or other children are allowed during class time. Teachers will contact each parent/guardian to arrange a convenient time for your participation.

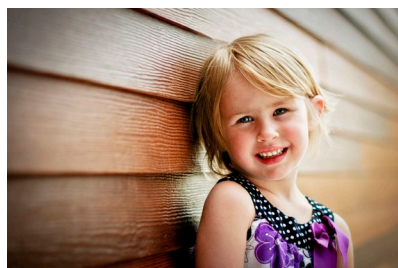
There are many ways families can participate in the program:

1. Working in the classroom, assisting the teacher
2. Volunteer to help prepare classroom materials at school or at home
3. Volunteer to participate on the Parent Advisory Committee
4. Attend Parent Orientation, Parent Educational Meetings, Back To School Night, Open House and Kindergarten Transition
5. Join your school's PTA
6. Volunteer to be the Room Parent

Assessment

Our program uses Desired Results for Children and Families, designed by the California Department of Education to evaluate the program and to track the efforts and social-emotional development of your child. The program is required to conduct an annual self-assessment to determine successes and needs. A parent survey is conducted annually to evaluate the program. Based on the self-assessment and parent surveys, we develop a written plan that will allow correction of items found to be out of compliance or in need of improvement.

Every child is evaluated twice a year on the Desired Results Developmental Profile (DRDP-2015). A summary of the child's progress is documented on a Child Development Progress form. These results are shared with parents at two parent-teacher conferences. The fall conference reviews an initial observation of the child's preschool readiness skills. The spring conference reviews age appropriate progress and/or kindergarten readiness skills.



Parent Advisory Committee

This committee acts in an advisory capacity, providing assistance to the program. The committee members assist in planning, assessing and evaluating the program. Each class is asked to have at least one parent representative at each meeting. The Parent Advisory Committee meets several times per year.

Behavior Expectations

Law prohibits the use of corporal punishment as a disciplinary measure against any student. All State Preschool teachers practice a positive approach to discipline. We are interested in working with our parents in fostering self-discipline in our students. We teach the child to control his/her own behavior and learn the consequences of behaviors. By utilizing strategies from the Teaching Pyramid Framework, we encourage and help the child to work out problems constructively. We develop in each child respect for self, others and the environment under the program-wide expectations: We are safe and healthy. We are kind. We are respectful.

Dismissal from the program may result when the child's behavior is aggressive or hurtful to others or if a child's behavior is disruptive to the classroom. The teacher and the Preschool Program will make every attempt to guide the child to learn appropriate social behavior and develop self-control.

How Parents Can Help At Home

Parents ask for ways in which they can help their preschool child at home. Here are some ideas:

1. Show your child that you think preschool is valuable for him/her by volunteering and attending parent engagement activities.
2. Acknowledge positive behavior when you observe it.
3. Read a story to him/her and ask comprehension questions.
4. Ask your child about his/her day at preschool.
5. Ask your child to teach you a song or game learned at preschool.
6. Teach your child a song or game you learned as a child.
7. Display artwork that is brought home.
8. Let your child help with simple household chores.
9. Practice positive table manners at family meals.
10. Visit places in the community such as libraries, parks and museums.



Curriculum

As we build the educational foundation for our youngest learners, social and emotional development is at the core of everything we do. The individualized instruction, ongoing observations and child assessments are based on the California Preschool Learning Foundations. The development of early literacy skills is a critical component of the curriculum. Oral language is enhanced through vocabulary development and a variety of activities to develop listening and speaking. In addition, children are provided experiences in print, phonological awareness, alphabetic knowledge and writing. Math and science skills are enhanced by direct hands-on activities, and supported by language and literacy to develop understanding. The State Preschool Program focuses on enhancing a child's total development for a successful entry into kindergarten through play and intentionally designed learning activities. This includes not only academics, but also readiness skills in language, motor development, social skills and behavior. Parent involvement is an essential piece of a child's readiness and success in school. Regular information is sent home with the child so parents know what skills are currently being worked on and can reinforce them at home.



Teacher Qualifications

All teachers hold appropriate permits, required by the state of California. Every teacher in the State Preschool Program holds an Associate's degree (AA/AS) in Early Childhood Education, OR a Master Teacher Permit that requires a minimum of 24 units of Early Childhood courses and 16 General Education units OR a Site-Supervisor Child Development Permit. All preschool staff are District employees, have been fingerprinted, have had a comprehensive background check conducted by the California Department of Justice (DOJ) and The Child Abuse Central Index (CACI), a Tuberculosis (TB) clearance and have all required immunizations. All staff is CPR and First Aid certified every 2 years to remain current on all lifesaving procedures.

Programs & Funding Sources

The La Mesa-Spring Valley School District provides families in the community with educational opportunities for preschool-aged children. There are part-day preschool classes offered 5 days a week at some elementary school sites. The District receives funding to operate preschools from several sources:

- The California Department of Education funds the State Preschool Programs for children ages 3 and 4 years whose birthdays are on or before September 1st of the school year of enrollment.
- The San Diego County Office of Education's Quality Preschool Initiative (QPI) Program subsidizes the State Preschool Program.