



**OAK PARK PRESCHOOL, INC., A STATE FUNDED PRESCHOOL**  
**Oak Park Preschool (Main Campus)**  
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Sacramento, California 95817-5511

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Email: oakparkpreschoolinc@sbcglobal.net  
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# PARENT HANDBOOK 2018



## **Welcome**

### **Oak Park Preschool Board of Directors:**

HOWIE DELANE

PATSY HAYNES

SUMATRA  
KIRKLAND

LATRICE  
MADKINS

CARRIE  
MALENAB

JENNIFER  
OWENS

CLARICE PACE

ROSEMARY  
"MIKKI"  
PARHAM

CAMILLE A.  
SMITH

CHRISTINE  
SULLIVAN

Thank you for choosing Oak Park Preschool, Inc. Oak Park Preschool has served the community for more than 50 years. We consider it a privilege to care for your child and look forward to fostering learning skills and creating memories that will endure.

*The overall mission and goals of the Oak Park Preschool, Inc. are to maintain a preschool with a well-trained staff in which children can develop physically, emotionally, intellectually, and socially at their own pace in a secure setting. The program focuses on making each day a wholesome experience for each child, staff member and parent. The curriculum encourages and promotes total family education, involvement, and reinforcement by working with, helping, and teaching parents numerous ways of assisting in their children's educational development.*

*Oak Park Preschool, Inc. offers a progressive and innovative curriculum. Using the Creative Curriculum as a foundation, teachers provide a variety of learning activities that emphasize critical thinking skills. Traditional academic skills are integrated into our daily learning activities and supported through engaging and child-directed activities. Science and the Arts are featured components of our curriculum – and the children become investigators. We have a variety of classroom pets and a school garden. Children engage in weekly cooking or science projects. Child art is celebrated at our evening Art Shows twice a year.*

*Oak Park Preschool is recognized for its quality by the Sacramento County Raising Quality Together initiative which has granted us our third consecutive Tier 4 rating.*

*Oak Park Preschool, Inc. is a private, not-for-profit governed by a volunteer Board of Directors. We have qualified teaching staff that hold permits with the California Commission on Teacher Credentialing. Our staff participate in ongoing professional development.*

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- Guide to Immunization Required for Child Care
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## **PROGRAM PHILOSOPHY:**

Oak Park Preschool, Inc. maintains a preschool with well-trained staff in which children develop their minds and bodies through active learning situations. We strive for a balanced, nurturing, caring developmental approach to education for children who are two to five years old. The program provides freedom for children to have spontaneous play and interaction, where they are able to make discoveries, explore, solve problems, and develop social skills. In addition, structured, teacher-directed activities provide for individualized and small group learning. Our curriculum supports children as they develop the school readiness skills, self-esteem, and the executive functioning skills that promote long term school success.

Our qualified staff and small class sizes allow each child to develop according to his or her own pace, interest and learning style. We emphasize encouragement as a vital role in each child's development.

## **PROGRAM MISSION AND GOALS**

The overall mission and goals of the Oak Park Preschool is to maintain a preschool with a well-trained staff in which children can develop physically, emotionally, intellectually, and socially at their own pace in a secure setting. The program focuses on making each day a wholesome experience for each child, staff member and parent. The curriculum encourages and promotes total family education, involvement, and reinforcement by working with, helping and teaching parents numerous ways of assisting in their children's educational development.

## **SPECIFIC GOALS:**

To develop each child's

- Auditory, visual discrimination, linguistic, kinesthetic, spatial orientation, creative and physical abilities.
- Command of language skills.
- Problem solving, logical and critical thinking skills.
- Sense of self-worth.

To provide

- An environment in which each child can develop body coordination and motor skills in terms of his/her own physical structure and maturity.
- Experiences conducive to social development where each child is encouraged to become a member of the group and to take part in activities, which will help him/her, achieve meaningful personal relationships.
- Experiences in every aspect of the program, which can foster the development of healthy attitudes and feelings.
- A dynamic nutrition program through which maximum growth is fostered.
- Parents with an opportunity to learn the objectives of a preschool program and their role in implementing them.

To help

- Parents learn about the physical, mental, emotional, and social development of preschool children.
- Parents more fully understand themselves and their importance in the lives of their children.

To introduce

- Parents to community agencies and encourage use of the resources and facilities.
- Parents to educational facilities and workshops that are available to further enhance their self-esteem.

## **OAK PARK PRESCHOOL, INC. STAFF**

PROGRAM DIRECTOR	GREGORY UBA
ADMINISTRATIVE ASSISTANT	GWENDOLYN TURNER
ADMINISTRATIVE ASSISTANT/TEACHER	NYIKA WYNNE
NUTRITION ASSISTANT/CLERK	FELICIA WHITESIDE
SITE SUPERVISOR	KEN SCROGGINS
SITE SUPERVISOR	DAWNICA GALLEGOS
TEACHER	DIJANAE WILLIAMS HOWELL
ASSISTANT TEACHER	MARIA OREGON PEDRO
ASSISTANT TEACHER	KHALEHLIA SIMMS

## **HOLIDAY CALENDAR Winter-Spring 2017-18**

December 25-January 5	Winter Break	No School/ <i>Part-Day</i>
January 1 (Monday)	New Year	No School/ <i>Full-Day</i>
January 15	Martin Luther King Holiday	No School
February 12	Lincoln's Birthday	No School/ <i>Part-Day</i>
February 19	Presidents' Holiday	No School/ <i>Part-Day</i>
March 26-30	Spring Break	No School
May 28	Memorial Day	No School
June 28	End of Year Celebration	Last Day of School/ <i>Part-Day</i>
June 29	Staff Development Day	No School

## **OUR CURRICULUM:**

“Oak Park Preschool offers a child-centered and developmentally appropriate program for three-through five year old children. We have chosen to implement the Creative Curriculum®. This is a comprehensive curriculum which addresses four areas of development: social/emotional, physical, cognitive and language development. It is project-based and designed to foster the development of the whole child through teacher-led small and large group activities. “

## **SCHOOL HOURS**

Oak Park Preschool offers” a YEAR ROUND” school program Monday – Friday 6:30am – 6:00pm. Official holidays are indicated on the “School Calendar”. The Part Day Preschool component is conducted from 9:30am to 12:30pm. The Daily Schedule is posted on the Parent Board.

## **PRESCHOOL PROGRAM SCHEDULE**

Weekly lesson plans are posted on the parent communication board. The lessons are designed to encourage children to discover, create, explore, experiment, observe, discuss and share.

Such activities include:

- Dramatic play
- Art and cooking
- Manipulatives: blocks, construction, sand and water
- Music and movement
- Explorations in science & math
- Emerging reading and writing activities
- Gardening

## **LEARNING EXPERIENCE & PLAY**

Play is the work of children and is the basic way in which young children gain knowledge. Just as teachers use instructional techniques for reading so preschool teachers plan opportunities for spontaneous play, guided play, directed play, or investigative play to teach new skills and concepts. Our preschool program is designed to encourage learning through play, hands-on activities, and small and large group discovery time.

## **WHO MAY ATTEND?**

Children may attend whose parents/guardians successfully complete the applications and health forms that document that the family meets the legal certification requirements of the State of California Department of Education and/or Community Care Licensing to attend preschool. The guidelines are contained within this handbook. Parents will be advised of any annual changes.

**PROGRAM OPTIONS:** Oak Park Preschool, Inc. offers several choices for families. Some of these choices are governed by the regulations of the California Department of Education.

- State Subsidized Preschool - Full Day/Full Year Option: To be eligible for this option, families must qualify according to *both* Income *and* Need Guidelines. This program is designed to help low income working parents look for a job, hold a job, or complete school or training. This program operates 246 days.
- State Subsidized Preschool – Part Day/Part Year Option: To be eligible, families must meet Income Guidelines. This program operates 191 days for 2017-18.
- Private: For this program, parents pay our published tuition rates for either Part Day or Full Day care. Parents may also select us through Child Action, Inc’s subsidy program (AP).

**ADMISSION AND PROGRAM FEATURES:**

Admission registration and enrollment shall be done in accordance with the guidelines outlined in the Title 22 California Code of Regulations, Section 101218 and the procedures in the California Child Development Division Contract for the current year.

**PRIORITIES:**

1. Admit children referred from Child Protective Services first, followed by children from families with the lowest monthly income. For children who are unable to be enrolled, the child and the family shall be referred to local resources and referral services so that services can be located for them.
2. Eligible four-year-old children, then 3-year-old children. Within these age groups children referred from Child Protective Services are admitted first, followed by those families with the lowest adjusted income. If the income is the same, the priorities shall be:
  - a. Children with limited English or are non-English proficient.
  - b. Children with exceptional need whose Individual Education Plan (IEP) identified a State Preschool as being the most appropriate placement during all or portion of a day and whose needs can be accommodated within the existing Oak Park Preschool, Inc.
  - c. Children from families whose special circumstances may diminish the children’s opportunities for normal development.
  - d. Children who range from 3 years-9 months to 4 years-nine months.
  - e. Children (3 and 4 years old) whose families exceeded the adjustment income limit by 15% or less (This population shall be limited to 10% of total student enrollment and may be enrolled in the Part Day Part Year Program only.)

**Knowingly submitting false or incomplete documents shall be cause for disenrollment.**

## **WAITING LIST**

If capacity enrollment has been reached, children who meet the admission criteria stated above will be placed on a waiting list. Families are admitted to the program based on the admission priority standards (page 11). The waiting list will be updated as students are enrolled from it.

**WHEN AND HOW CAN I ENROLL MY CHILD?** Come to Oak Park Preschool located at 3500 2<sup>nd</sup> Avenue, Sacramento, CA 95817, Monday-Friday between 7:30 a.m. and 4:30 p.m., to learn what you need to enroll, or call for an appointment and tour. Upon submission of all required documents, your completed application packet will be evaluated. You will then be notified of eligibility and a date when your child may start. Remember that for State Subsidized Preschool, participants must turn 3 years old before September 1 to be considered for enrollment for the school year. Gathering the necessary documents takes time, so plan ahead so your child will be ready to start the new school year. Private tuition families may enroll a child that is 2 years old and has completed their toilet-learning (potty-training).

**WHAT IS REQUIRED OF THE PRESCHOOL?** The Preschool must meet all state regulations with regards to nutrition (Child Care Food Program), Child Development Division Contract, and Department of Social Services for licensing. The preschool must also maintain qualified staff and a high quality program for attending students.

**WHAT IS EXPECTED OF ME?** Parents are to insure that their children receive all immunizations and vaccination shots required of all children entering school as stipulated by the State of California. Parents are encouraged to attend parent meetings and education classes and to participate in their child's classroom. Parents shall understand and agree that members of the staff may only administer medication prescribed by a physician during school hours, when authorized, in writing, by the parent/guardian. In addition, parents are to provide written consent for their child to participate in any field trips, and parents are invited to participate as chaperones. Parents MUST accept responsibility for bringing their children to school on time and picking up their children on time OR they must make arrangements for someone on their emergency card to pick them up in a timely manner. A child left at school ½ hour after the end of our hours of operation may be dropped on the fourth (4<sup>th</sup>) occurrence during the school year.

*A CHILD LEFT 1 HOUR AFTER THE END OF OUR HOURS OF OPERATION MAY BE PLACED WITH **CHILDREN'S PROTECTIVE SERVICES** AFTER ALL EFFORTS TO CONTACT PERSONS LISTED ON THE EMERGENCY CARD FAIL.*

## **WHY ARE PARENTS IMPORTANT?**

*Parents are their children's first teachers and they are important advocates for their children. Parents, who care about the learning and education of their children, have children who want to learn and who are successful in school. Parents are leaders and their children are our future leaders. Therefore, they are extremely important models for their children. Participating parents develop their parenting skills and grow in self-confidence and leadership ability. Through the efforts of parents, they instill in their children concern for their community and its continued improvement.*

**HOW DO PARENTS CONTRIBUTE TO THE EDUCATION OF THEIR CHILDREN?** Parents help contribute to the education of their children by working with teachers and other parents in determining the curriculum of the school. Participating parents' help in planning the field trips, helping their children follow instructions, which enhance learning, and contribute to the education of their children by setting a good example. Teachers may provide "homework" for the children. Typically this homework is designed to foster parent interaction and support for the child's learning.

**HOW DOES THE PRESCHOOL HELP MY FAMILY?** In addition to enabling parents to work, attend school, and reach educational objectives for themselves, the goals of the preschool include providing parents with information and resources that may benefit their family. Our staff is always prepared to assist parents who may be looking for information about parenting, community services and resources, and ways to support the educational achievement of their children. We also attempt to provide vision and hearing screenings for the children through our partnership with programs offered through Sacramento County Office of Education, Child Action, and other community entities.

**WHOM SHOULD I CONTACT IF I HAVE QUESTIONS?** Parents who have questions should feel free to approach members of the staff, while they are at the Preschool. All staff is under the supervision of the Program Director. The Program Director may be contacted by phone at (916) 451-9498 or you may email the Director at oakparkpreschoolinc@sbcglobal.net.

# ***PARENT INVOLVEMENT IN THE PRESCHOOL PROGRAM***

## **PARENT AND COMMUNITY INVOLVEMENT**

Parent involvement in early childhood education extends the experiences that a child has in the classroom to real-world activities that happen in the home. Parents who understand what their child is working on at preschool have a better sense of their child's competency and which areas they need to work on to improve confidence and ability.

Our goal is to establish good lines of communications and to involve you as an important partner in your child's education. This will make a positive impact on your child's learning ability.

OPP's Parent and Community Involvement Plan addresses:

### **Improving Social Skills in Children**

Assist families with parenting skills, family support, understanding child and adolescent develop and setting home conditions to support learning at each stage of development. Parent workshops will discuss discipline and behavior management.

### **Communicating with Families**

Communicating with families about school programs and student progress using school-to-home and home-to school-communications.

Teachers send home parent letters to inform current skills being taught i.e., empathy, conflict resolution and anger management.

### **Learning at Home**

Sending home learning activities to involve families with their children to reinforce cognitive, behavior and social skills.

### **Collaborating with the Community**

Coordinating resources of community businesses, agencies, cultural, and civic organizations to strengthen our school program, family practices and the learning and development of our children. We will have community fair activities, and give resource information to families.

## **OPPORTUNITIES FOR PARENT INVOLVEMENT INCLUDE:**

1. Volunteering in their child's class. *All volunteers are required to take a TB test, as well as provide proof of DPT, MMR immunizations and flu shots in order to volunteer in the class.* Volunteer time may also consist of working with your child to complete homework, by washing napping sheets and blankets, etc.
2. Attending Parent Education sessions.
3. Participating in the Parent Advisory Committee (PAC) activities.
4. Accompanying children on their field trips; contribute information as to types and preferred places for field trips.
5. Attending Parent/Teacher conferences twice yearly (or as needed) remaining proactive in child's education.
6. Attending special school events.
7. Sharing expertise in arts, reading, occupational skills, and gathering resources for the preschool.
8. Participating in our Annual Parent Surveys and contributing ideas to our Suggestion Box.

**PARENT ADVISORY COMMITTEE (PAC):**

1. At the beginning of each school year PAC representatives meet and elect a Chairperson, Vice Chairperson, Recorder, and Treasurer. PAC establishes its own goals and objectives, and plans activities.
2. PAC gathers input from parents regarding the preschool program concerns, suggestions, and areas in which they are willing to assist.
3. PAC establishes short and long-term goals and objectives for the school year including fundraising and special events and activities.
4. PAC collaborates with the Board of Directors to implement goals and objectives.
5. PAC plans and solicits resources based on the short and long term goals.
6. PAC provides a list of parent resources to the Program Director.

Oak Park Preschool Inc. is licensed by the State Department of Department of Social Services/Community Care Licensing. These regulations (Title 22) establish health and safety standards for child care centers. A licensing analyst has the authority to inspect the facility and interview children in care. The findings of each visit are posted on the parent bulletin board or a copy can be requested from the Director.

For the safety of your child, OPP follows Department of Social Services, Community Care Licensing regulations that require staff members to complete a rigorous background screening, which includes screening for criminal records. All staff members are required to obtain a health screening and T.B. test clearance.

## **GENERAL OAK PARK PRESCHOOL POLICIES**

### **DUE PROCESS REQUIREMENTS & COMPLAINT PROCEDURES**

#### **UNIFORM COMPLAINT POLICY (UCP)**

The Board encourages the early, informal resolution of complaints at the site level whenever possible. Most complaints may be filed with the program manager for expeditious resolutions. Formal complaints must be in writing and filed with the compliance officer. Complaints alleging discrimination must be filed within six (6) months from the date the alleged action occurred or the date the complainant first obtained knowledge of the facts of the case. Complaints will be investigated and a written report will be sent to the complainant within sixty (60) days from the receipt of the complaint. The complainant has the right of appeal of the decision to governing agencies. The complainant may also pursue available civil law remedies outside of the Board's complaint procedures. Complainants may also seek assistance from mediation centers, or public/private attorneys.

**NAME OF COMPLIANCE OFFICER:**

Dr. Howie DeLane

**ADDRESS:**

Oak Park Preschool, 3500 2<sup>nd</sup> Avenue  
Sacramento CA, 95817

**TELEPHONE NUMBER:**

(916) 391- 9613

The UCP applies to staff, parents, community residents and other interested parties. A public notice regarding the UCP will be distributed annually to staff and parents and will be available upon request free of charge to community residents and interested parties.

It is the intent of the Oak Park Preschool Child Development Program to fully comply with all applicable state and federal laws and regulations. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding the Oak Park Preschool Child Development Program's alleged violation of federal and/or state laws. This includes allegations of unlawful discrimination (Education Code Sections 200 and 220, and Government Code Section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance.

Complaints must be signed and filed in writing with the State Department of Education:

Child Development Division  
Complaint Coordinator  
1430 N Street, Suite 3410  
Sacramento CA 95814

If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. The complaint should seek the advice of an attorney of her/his choosing in this event.

A complaint filing a written complaint alleging violations of prohibited discriminations may also pursue civil remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders.

## **NOTICE OF ACTION:**

### **A. Notice of Action Procedures (Form CD-7617)**

1. Oak Park Preschool, Inc.'s decision to approve or deny services will be communicated to the applicant through a written statement referred to as a "Notice of Action, Application for Services," in accordance with Section C below. OPP, Inc. maintains copies of the "Notice of Action, Application for Services," in the basic data file. Notice of Action, Application for Services will include (a) the applicant's name and address, (b) OPP's name and address; (c) the name and telephone number of OPP, Inc.'s authorized representative who made the decision; (d) the date of the notice; (e) the method of distribution of the notice.
2. If the services are approved, the notice shall contain (a) the basis of eligibility; (b) duration of the eligibility; (c) names of children approved to receive services, and (d) hours of service for each day. If the services are denied, the notice shall contain: (a) the basis of denial and (b) instructions for the parent(s)/guardian(s) on how to request a hearing if they do not agree with the contractor's decision in accordance with procedures specified on the next page of the form.

**B. Notice of Action, Recipient of Services**

1. If existing services to the family will be altered Oak Park Preschool, Inc. will notify the family through a written Notice of Action, Recipient of Services, in accordance with Section D below. Oak Park Preschool, Inc. will maintain copies of all Notice of Action, Recipient of Services in the family's basic data file. The Notice of Action, Recipient of Services will include (a) the type of action being taken; (b) the effective date of the action; (c) the name and address of the recipient; (d) the name and address of Oak Par Preschool, Inc.; (e) the name and telephone number of the authorized Oak Park Preschool, Inc. representative who is taking the action; (f) the date the notice is mailed or given to the recipient; (g) the method of distribution to the recipient; (h) a description of the action; (i) a statement of the reason(s) for the change; (j) a statement of the reason(s) for termination, if applicable, and; (k) instructions for the parent(s) on how to request a hearing if they do not agree with the contractor's decision in accordance with the procedures specified in Section E below.

**C. Approval or Denial of Child Care and Development Services**

Oak Park Preschool, Inc. will mail or deliver a completed Notice of Action, Application for Services to the parent within thirty (30) days from the date the application is signed by the parent(s).

**D. Changes Affecting Services**

Oak Park Preschool, Inc. will complete a Notice of Action, Recipient of Services when changes are made to the service agreement. Oak Park Preschool, Inc. will mail or deliver the Notices of Action to the parent(s) at least fourteen (14) calendar days before the effective date of the intended action.

**E. Client's Request for a Hearing and Procedures**

1. If the parent disagrees with an action, the parent(s)/guardian(s) may file a request for a hearing with the contractor within fourteen (14) calendar days of the date the Notice of Action is received. Upon the filing of a request for a hearing, the intended action shall be suspended until the review process has been completed. The review process is complete when the appeal process has been exhausted or when the parent(s)/guardian(s) abandon the appeal process.
2. Within ten (10) calendar days following the receipt of the request for a hearing, Oak Park Preschool, Inc., will notify the parent(s)/guardian(s) the time and place of the hearing. The time and place of the hearing shall, to the extent possible, be convenient for the parent(s)/guardian(s).
3. The hearing shall be conducted by an administrative staff person who will be referred to as the "hearing officer". The "hearing officer" will be at a staff level higher in authority than the staff person who made the contested decision.

4. If the parent(s)/guardian(s) authorized representative fails to appear at the hearing, the parent will be deemed to have abandoned her/his appeal. Only persons directly affected by the hearing will be allowed to attend.
5. Oak Park Preschool, Inc. will arrange for the presence of an interpreter at the hearing if one is requested by the parent/guardian.
6. The “hearing officer” shall explain to the parent/guardian the legal, regulatory policy basis for the intended action.
7. During the hearing, the parent/guardian will have an opportunity to explain the reason(s) they believe that Oak Park Preschool, Inc.’s decision was incorrect. Oak Park Preschool, Inc.’s staff shall present any material facts omitted by the parent/guardian.
8. The “hearing officer” will mail or deliver to the parent/guardian a written decision within ten (10) calendar days after the hearing.

**F. Appeal Procedures**

1. If the parent(s)/guardian(s) disagree with a written decision from Oak Park Preschool, Inc., the parent has fourteen (14) calendar days in which to appeal to the Child Development Division (CDD). If the parent/guardian does not appeal request to the Child Development Division within fourteen (14) calendar days, the parent’s appeal process shall be deemed abandoned and Oak Park Preschool, Inc. may implement the intended action.
2. The parent/guardian shall specify in the appeal request the reason(s) why she/he believes the Oak Park Preschool, Inc.’s decision was incorrect. A copy of the Oak Park Preschool, Inc.’s notice of intended action and written decision shall be submitted by the parent/guardian with the appeal request.
3. Upon receipt of an appeal request, the Child Development Division may request copies of the basis data file and other relevant materials from Oak Park Preschool, Inc. The Child Development Division may also conduct investigations and interviews or review any medications necessary to resolve an appeal.
4. The decision of the Child Development Division shall be mailed or delivered to the parent(s)/guardian(s) and to Oak Park Preschool, Inc. within thirty (30) calendar days after receipt of the appeal request.

**G. Oak Park Preschool’s Compliance with Child Development Division Decision**

1. Oak Park Preschool, Inc. will comply with the decision of the Child Development Division immediately upon receipt thereof. Oak Park Preschool, Inc. will be reimbursed for childcare and development services delivered to the family, which is appealing during the appeal process. If Oak Park Preschool, Inc.’s determination is upheld by the Child Development Division, services to the family shall cease upon receipt of the Child Development Division’s decision by Oak Park Preschool, Inc.

**NON-DISCRIMINATION POLICY:**

Oak Park Preschool, Inc. does not discriminate against any employee or program participant based on race, ethnic origin, gender sex, marital status, age, national origin, ancestry,

religious belief, or disability. Oak Park Preschool will comply with the Americans with Disability Act (ADA) of 1990 (42 U.S.C. 12101 et. seq.) as feasible for the success of the Program.

#### **OPEN DOOR & REFRAIN FROM RELIGIOUS INSTRUCTION POLICIES:**

Parents are welcome to visit the classroom at any time unannounced. In addition, our staff will not introduce any religious instruction into the curriculum. The complete OPEN DOOR and REFRAIN FROM RELIGIOUS INSTRUCTION POLICIES are posted in the classroom or are available from Office staff upon request.

#### **PERSONAL RIGHTS:**

Each child receiving services from Oak Park Preschool, Inc., (OPP) has rights which include, but are not limited to:

- a. Be granted dignity in her/his personal relationships with staff and other persons.
- b. Be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule coercion, threat, mental abuse, or other actions of a punitive nature including but not limited to: (1) interference with daily living functions, including eating, sleeping or toileting; withholding of shelter, clothing, medication or aids to physical functioning.
- c. Be informed by and have her/his authorized representative, if any, informed by Oak Park Preschool, Inc. of the provisions of law regarding complaints including, but not limited to the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- d. Be free to attend religious services or activities of her/his choice and to have visits from the spiritual advisor of her/his choice. Attendance at religious services, either in or outside the facility, will be on a completely voluntary basis. At Oak Park Preschool, decisions concerning attendance at religious services or visits from spiritual advisors will be made by parent(s)/guardian(s) of the child.
- e. Not be locked in any room, building or facility premises by day or night.
- f. Not be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

#### **SEXUAL HARASSMENT POLICY**

Sexual harassment is defined as: Any action that constitutes an unwelcome sexual advance or request for sexual favors, or any verbal or physical conduct of sexual nature that is, (1) related to or conditional to the receipt of benefits including, but not limited to, hiring and advancement; (2) related to or forms the basis for decisions affecting the person, or (3) sufficiently severe or pervasive so as to affect a person natively and/or alters or create an intimidating, hostile or otherwise offensive environment.

Examples of the type of conduct that can constitute sexual harassment include, but are not limited to the following:

- Unwanted sexual advances;

- Making or threatening reprisal after a negative response to sexual advances;
- Visual conduct (i.e., leering, making sexual gestures, displays of sexually suggestive objects or pictures, cartoons or posters).
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexual degrading words to describe the individual, suggestive or obscene letters, notes or imitations;
- Physical conduct (i.e., touching, assault, impeding or blocking movements).

### **Reporting Complaints of Sexual Harassment**

It is recommended that complaints of sexual harassment be made no later than fifteen (15) calendar days after the incident. In addition, a written and signed statement of the complaint should be submitted to an Oak Park Preschool Board Member within ten (10) days of the initial report.

1. The name(s) of the person(s) committing the harassment, including their title(s) if known; the specific nature of the harassment;
2. Any witness(es) to the harassment
3. Whether the victim has reported such harassment before, and if so, when and to whom.

Reporting the harassment event to the Oak Park Preschool, Inc.'s Board of Directors is essential. You will not be penalized in any way for reporting the harassment. It is your responsibility to bring these kinds of issues to the attention of Oak Park Preschool, Inc. to enable them to take corrective action and you are encouraged to do so.

## **POLICIES AND PROCEDURES REGARDING RECORDS**

### **CHILD'S HEALTH RECORDS**

Each child's record is confidential and is accessible only to staff and the parent. In addition to the forms identified in the admission information, each record shall contain the following identifying information:

1. Names, addresses, and telephone numbers of relatives or others who can assume responsibility for the child, if for some reason, the parent cannot be reached when necessary.
2. Each child's record shall contain the following health information.
  - a. Each child is required to have a physical and TB test.
  - b. Dietary restrictions and any known allergies.
  - c. Instructions for the action to be taken, in case the parent or the physician designated by the parent, cannot be reached in an emergency.
  - d. A signed consent form for the emergency medical treatment unless the parent has signed the statement specified.

**Emergency Information** - If your child becomes ill while at the center, we will call you; if you cannot be reached your emergency contacts will be notified and asked to pick up your child. Please ensure that emergency contacts are aware that they have been listed on your emergency contact list. Please be sure to notify us the very day your work phone number changes, so that you are most efficiently reached. Children with contagious illnesses need to be picked up within a reasonable amount of time to limit their exposure to the other children.

**Medical Emergency** - Basic first aid will be performed. In the event of a serious injury, a parent will be notified. If the parents are not available, the emergency numbers on the child's emergency card will be called. If the person(s) cannot be reached, the child will be taken to UC Davis Hospital, Emergency Room, unless the parents have designated a different emergency plan.

## **IMMUNIZATIONS**

Any pupil seeking admission to Oak Park Preschool, Inc. (OPP) who lacks documentation of having received all the required vaccine doses against Poliomyelitis, Diphtheria, Tetanus, Pertussis, Measles, Rubella, Mumps, Hepatitis B (Hep B or HBV), Varicella (chickenpox, VAR, MMR-V, or VZV) as specified in Department of Social Services Manual may not attend Oak Park Preschool.

1. Oak Park Preschool, Inc. does not allow the admission of any seeking entry who does not meet the California State requirements for admission. The parent/guardian will be advised to contact a physician or agency that provides immunization.
2. Oak Park Preschool, Inc. shall be permitted to exempt a child from this requirement only if a physician provides a written "exemption" statement. The exemption letter must include the following information:
  - a. that the physical condition or medical circumstances of the child are such that required immunization(s) is not indicated
  - b. which vaccines are being exempted
  - c. whether the medical exemption is permanent or temporary
  - d. the expiration date if the exemption is temporary

As of January 1, 2016, the law eliminated the personal belief exemption statement that immunization is contrary to the child's/family personal or religious beliefs.

***PLEASE REFER TO THE APPENDIX FOR SPECIFIC IMMUNIZATION REQUIREMENTS 2016-2017***

# **POLICIES AND PROCEDURES REGARDING ATTENDANCE**

**SIGN-IN AND SIGN-OUT** - Each adult accompanying the child to the preschool shall be responsible for signing the child in and out, each day using the full signature\* and indicating the exact actual time of arrival and departure. The Sign-In/Sign-Out sheet is located on the counter near the entrance to the Preschool. This is a crucial legal document required by both Community Care Licensing and the California Department of Education that documents your child's attendance in the program.

*\* The signature shall be the same signature used on legal documents, driver's license, etc. If a parent/guardian fails to sign in or out, an authorized person shall be required to return to the preschool immediately to sign in or out. Failure to do so may result in disenrollment of the child from the program.*

## **School Policy – Late Pick-ups**

Oak Park Preschool, Inc.'s policy regarding "late pick-ups" is as follows:

*Any child left at Oak Park Preschool, Inc. 30 minutes after the hours of operation have ended will be dropped on the fourth occurrence during a school year. Any child left 1-hour after the end of hours of operation may be placed with **CHILDREN'S PROTECTIVE SERVICES**, after all efforts to contact persons listed on the emergency contact form have failed.*

## **ABSENCES**

Student absences are classified as:

**Excused or Unexcused.** Absence notes may be sent to: [oakparpreschoolinc@sbcglobal.net](mailto:oakparpreschoolinc@sbcglobal.net) or may be phoned in to the Office 916-451-9498 or faxed to 916-451-9501.

All absences and the reason for the absence are to be reported to the office by the parent/guardian on the morning of the absence or in advance when such absences are known (such as for a doctor's appointment or family vacation). Absences in excess of five school days should be verified by a written note that includes the child's name, date of absence, date of return, parent/guardian signature. The note should accompany the child upon re-entry to school after such absence.

### **Excused Absences:**

1. Illness
2. Dental, Medical and Vision Appointments and Court Appearances
3. Family emergencies
  - a. Attendance at funeral of primary family members or grandparents (not to exceed 5 days)
  - b. Illness of primary caretaker causing non-attendance of child.
  - c. Unavoidable, unforeseen circumstances affecting child's attendance due to caretaker's absence.
  - d. Exceptions as approved by Program Director.

**Excused Absences in “The Best Interest” of the Child:**

The following events may qualify as “excused absences in the best interest of the child” that will allow the child to be absent.

Examples:

1. Religious Holiday
2. Mandated Social Worker’s meeting
3. Vacation
4. Travel Opportunities
5. Visiting with Parents/Grandparents
6. Others as approved by the Program Director

Except for children who are recipients of protective services or at risk of abuse or neglect, excused absences “in the best interest of the child” shall be limited to ten (10) days during the contract period (Management Bulletin 03-09 – Child Development, California Department of Education).

**Unexcused absences include but are not limited to the following examples:**

1. “Child did not want to come to school”
2. “I forgot it was a school day”
3. “Overslept”

**Please Note:** Excessive unexcused absences are cause for termination from the preschool program. A failure to respond to attempts at contact from the Preschool staff within 5 business days will result in a notice of termination from the program. After receiving a notice of termination from the program, the student shall still be considered to be enrolled for a period of 14 calendar days to allow for an appeal of the decision to be lodged.

A “terminated” student who wishes to re-enroll shall be placed on the waiting list and placed in the appropriate priority category for readmission consideration.

**POLICIES AND PROCEDURES REGARDING FAMILY FEES**

Oak Park Preschool is a state funded preschool providing before and after day care year round.

During the certification process the parent(s)/guardian(s) income is assessed.

Parent(s)/guardian(s) meeting the certification requirements established by the California Department of Education child is enrolled in the preschool program Monday through Friday from 9:30 am – 12:30 pm and no fees are charged. Parents employed, enrolled in a training/school program or seeking employment may request to enrollment their child full-time. The number of hours the child is enrolled is determined based on individual need. Parents enrolling their child full-time may be required to pay a portion of their child care costs, referred to as the family fee. Family fee amounts are established by the State of California and determined by the family's gross monthly income and family size. Some families may qualify for assistance with the family fee through Child Action. The Child Action website is <http://www.childaction.org/families/needhelp.asp> for more information.

*Children not meeting the certification requirements as defined by the California Department of Education may enroll as private pay. Parents enrolling their child as private pay part-time (less than 4 hours per day) pay \$27.50 per day. Full-time private pay (4-10 hours per day) is \$47.75 per day. These fees are subject to change. Parents shall receive prior notice of such fee changes. Private pay parent(s)/guardian(s) may determine the number of days and hours their child attends preschool.*

Parent fees are billed on the 1st of each month and due upon receipt. Billing statements and receipts are clipped to the child's sign in sheet. Billing statements will state the family fee which the parent(s)/guardian(s) is being billed for each month. When changes occur in the family income, family size, or need for child care, it should be reported to the office staff within five (5) days of the change.

## **POLICIES AND PROCEDURES REGARDING ROUTINES AND ACTIVITIES**

### **DISCIPLINE POLICY:**

As children mature and try to gain self-control, they may lose control of their emotions. At such times, children may be redirected to another activity. Sometimes talking about what has happened eases the tension. A child may occasionally need to sit quietly in order to calm down and regain self-control.

Children are never spanked, humiliated, or embarrassed. If the behavior is persistent, teachers will examine the environment and the events which surround the behavior. Through observation and discussion, teachers will decide the most appropriate way of dealing with the situation. Parents will also be asked to share their ways of dealing with difficult situations. Likewise, parents shall never use disciplinary measures that are physically or emotionally harmful to any child while on the school property.

### **Naptime:**

Rest periods will be offered for children (full-day program) Parents are responsible for providing and laundering (weekly) blankets. Blankets need to be taken home every Friday to be laundered.

### **Field Trips:**

Parents must give consent for their children to participate in any field trips planned for the preschool. Parents are also expected to accompany their child on field trip when their schedule permits. ***Oak Park Preschool does not provide transportation, for preschool field trips. Walking field trips are implemented for all educational enrichments.***

**Food Service**

1. Parents are required to provide the verification of income.
2. Meals are contracted from the Food Service Department of Sacramento City Unified School District. All meals and snacks are provided to the children free of charge.
3. Oak Park Preschool, Inc., offers morning, mid-afternoon snacks and a lunch daily.
4. Each snack includes at least one serving from each of two or more of the five major food groups.
5. Each meal and snack meets the State requirements.
6. Dietary restrictions and allergies with instructions to be taken in case the parent or physician designated by the parent cannot be reached in an emergency.
7. A child shall not be served any food that the child's record indicates she/he has an allergic reaction to.

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**PARENT SIGNATURE (Acknowledging Receipt of the Handbook)**

I have received and understand the information contained in the Oak Park Preschool, Inc. Parent Handbook.

Student Name \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date Received \_\_\_\_\_

**APPENDICES**

**APPENDIX I**

**REQUIRED NOTICES OTHER THAN THOSE CONTAINED IN THE DOCUMENT**

**1. Immunization Requirements**

## **APPENDIX II. COMMUNITY RESOURCES<sup>1</sup>**

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<sup>1</sup> Information provided by the Sacramento City Unified School District Preschool Office-2016-17

